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.Cell

الأعمدة

رقم الهاتف	العنوان	الاسم
٣٣٤٥٦٧٢	القاهرة	محمد عبد الله
٥٣٣٩٨٧٣	الإسكندرية	عبد الرحمن فاروق
٤٣٦٧٨٩٠	طنطا	يحيى حسين

الصفوف

الخلية

Table

:

.Enter

Table

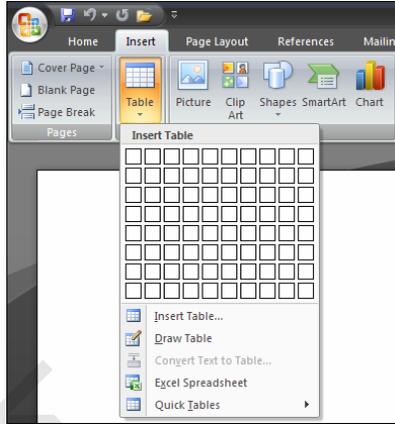
Table

Insert

Table

(-)

:



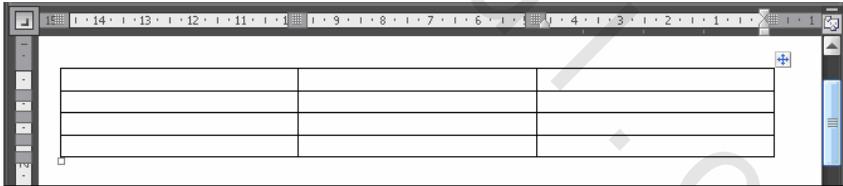
Table

)
Word



.)

Design



Table

Table

Insert

) Insert Table

.Insert Table

.(-



Tab

Number of Columns

.Number Of Rows

Number Of Rows

Fixed Column

width

AutoFit to Window

AutoFit to Contents

Word

Remember dimensions for new

:



.tables

.ok

Table

• :Convert text to table

Excel

• :Excel Spreadsheet

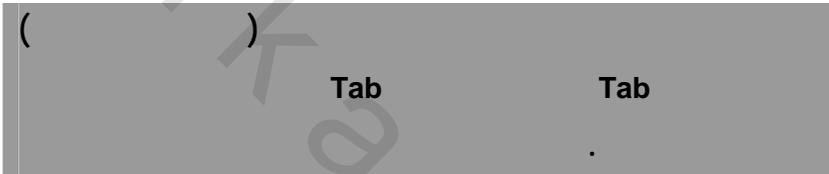
.Excel

Excel

• :Quick Table

	/
.	
()	Tab
()	Shift+ Tab
	← →
	↓

	/
	Home
	End
	ALT+ Home
	ALT+ End
	ALT+ PgUp
	ALT+ PgDn



Select

:

.Layout

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Layout

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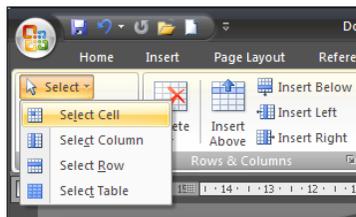
Select Call

Select

Table

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.(-)



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Shift

.()

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/

Select

Select Column

.Select Row

Layout

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Select

.Select Table

Layout



- :
- ()
- .Tab " "
- .Tab " "
- .Shift + Enter " "
- .Tab " "
- .Tab " / / "
- Tab " "
- Tab



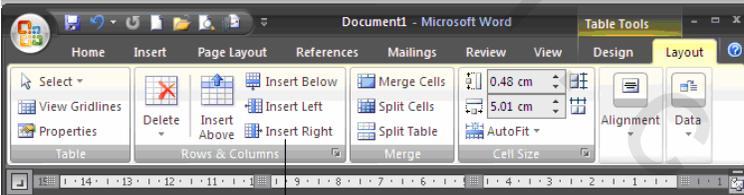
التاريخ	اسم الدورة	عدد المتدربين
٢٠٠٧/١٠/٤م	مقدمة إلى الحاسب	١٠
٢٠٠٧/١١/٢٣م	مستوى أول Access	٦
٢٠٠٧/١٢/٢٢م	Visual Basic.Net	٧

Insert

Rows&Columns

Layout

.(-) " " Below



مجموعة أزرار إدراج
الصفوف والأعمدة

" " Insert above



:



Rows&Columns

Layout

" Insert Right

Insert Left

Rows&Columns

Insert

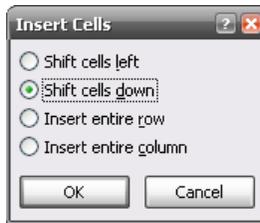
.Insert Cell

Insert

Layout

Rows and columns

Insert Cells



Insert cells

Insert Cell

.ok

(

:

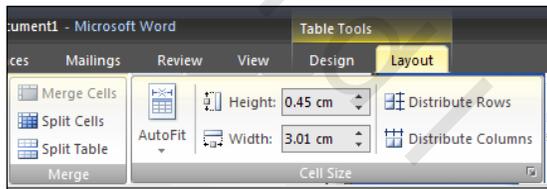


Layout

Width

Cell size

. (-) .



Cell size

Layout





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nadi
com

layout

Cell size

Table Row Hight

• (-)

• ⇄

• ⇄

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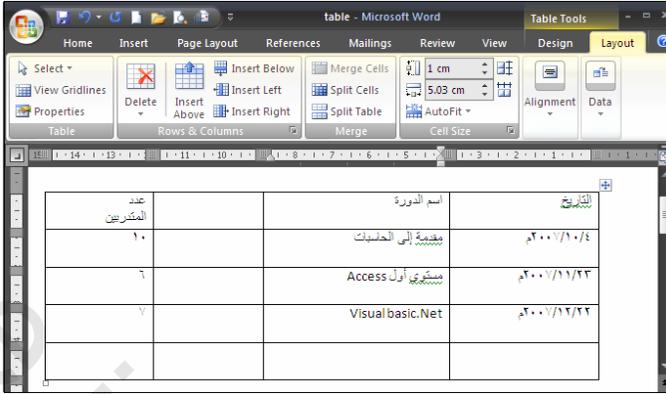


Table Properties

Cell Size Layout

Table .Table Properties

Table Properties Property

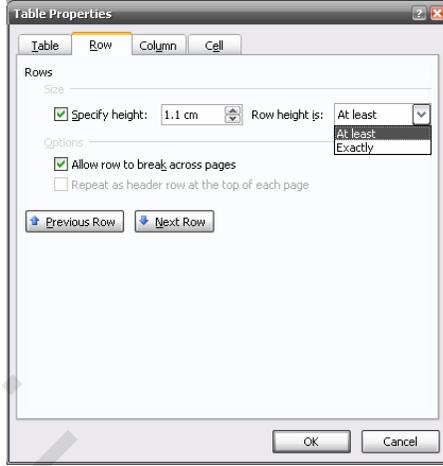
Table Properties

.Layout

." " Row Height

Row

:(-)



() : *At Least*

() : *Exactly*

: Row

: Allow row to break across pages •

:Repeat as header row at the top of each page •

Previous Next Row

Table Properties

.Column

:

Cell Table

.Table Properties

.Merge Cells

Merge Cells

.Merge

()

Shift+ Enter

Tab



The screenshot shows a table with the following data:

شركة طوم الحاسب ٤٩- شارع الحجاز - مصر الجديدة - القاهرة ٢٦٣٩٠٦٣٣-٢٦٣٩١٢٩٥			
عدد المشتركين	اسم الدورة	التاريخ	
١٠	مقدمة إلى الحاسب	٢٠٠٧/١٠/٤	
٦	مستوى أول Access	٢٠٠٧/١١/٢٤	
٧	Visual basic.Net	٢٠٠٧/١٢/٢٢	

Split Cells

Split Cells **Merge**

Merge **Split table**



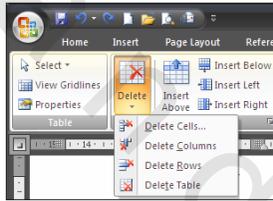
:

Rows and Columns

()

Layout

Delete



delete) "

" **Delete Rows**

(

" **Columns**

.Delete cell

Delete

Delete Cells

Delete table



التاريخ	اسم الدورة	عدد اشتركين	الإجمالي
٢٠٠٧/١٠/٤	تقدمة إلى الحاسبات	١٠	
٢٠٠٧/١١/٢٣	مستوى أول Access	٦	
٢٠٠٧/١٢/٢٢	Visual basic.Net	٧	



Center

Paragraph

Home

Font

Font

Andalus

Size

Font

Home

Shading

Paragraph



Traditional Arabic

Table

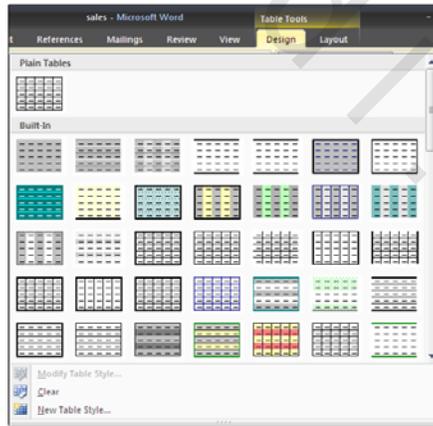
Word

sales.docx

Table Styles

Design

More



:



Backspace

Del

.Del

Overwrite

Backspace

Del

.Home

()

.

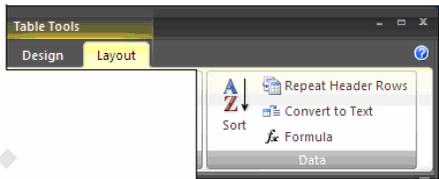
.Excel

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.Sales_ed

Sales

) Formula Data Layout



Data

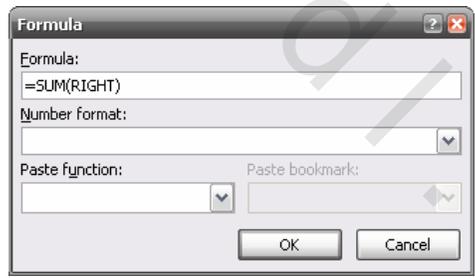
(-) Formula

Word

Formula

=SUM(Right)

=SUM(ABOVE)

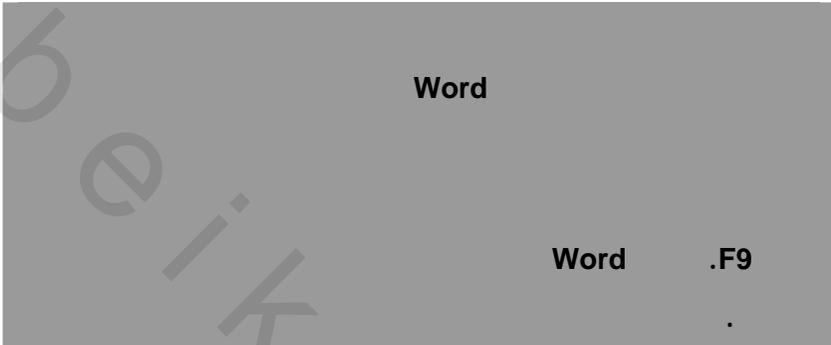


" Paste Function

" Formula

.Ok

:



Word

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Comma

)

Tab

:



Paragraph

Home

) Convert To text

Data

.Layout

) Convert to text

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.(-



Tabs

) Tab



Table Insert

Convert

Convert Text to table

Number of columns

Text to table

:



Word



:

(-) Data

Layout

(-) Sort

Sort



Sort by

Ascending

Descending

() Type

Number

ok



Quick access toolbar

(Mouse)

Word

table with hand - Microsoft Word

Table Tools: Design, Layout

Home, Insert, Page Layout, References, Mailings, Review, View, Design, Layout

Select, View Gridlines, Properties, Table, Delete, Insert Above, Rows & Columns, Merge, Merge Cells, Split Cells, Split Table, Merge, AutoFit, Cell Size, Alignment, Data

مبيعات الشركة لسنة ٢٠٠٧				الفرع والششاط	
ربع ٤	ربع ٣	ربع ٢	ربع ١	أجهزة	مصرف
٢١٠٠٠	١٨٠٠٠	١٥٠٠٠	٢٠٠٠٠	أجهزة	مصرف
٣٥٩٠	٢٥٦٠	١٥٠٠		برامج	مصرف
٢٤٥٩٠	٢٠٥٦٠	١٦٥٠٠	٢٠٠٠٠	إجمالي الفرع	مصرف
٢٥٨٠٠	١٢٠٦٠	١٨٦٠٠	٢٠٥٠٠	أجهزة	مصرف
٢٥٠٠	٢٣٦٠	٤٥٥٠	٣٩٠٠	برامج	مصرف
٢٨٣٠٠	١٤٤٢٠	٢٣١٥٠	٢٤٤٠٠	إجمالي الفرع	مصرف
٥٢٨٩٠	٣٤٩٨٠	٣٩٦٥٠	٤٤٤٠٠	إجمالي مبيعات الشركة	مصرف

Page: 1 of 1 | Words: 56 | Arabic (Saudi Arabia) | 100%

Table

insert

.Draw Table

Word

(



" "

Word

.Quick Access Toolbar



Eraser

()

Design

Draw Table

Draw Table

Design

Table

with hand

text Alignment Layout

Direction

text Direction



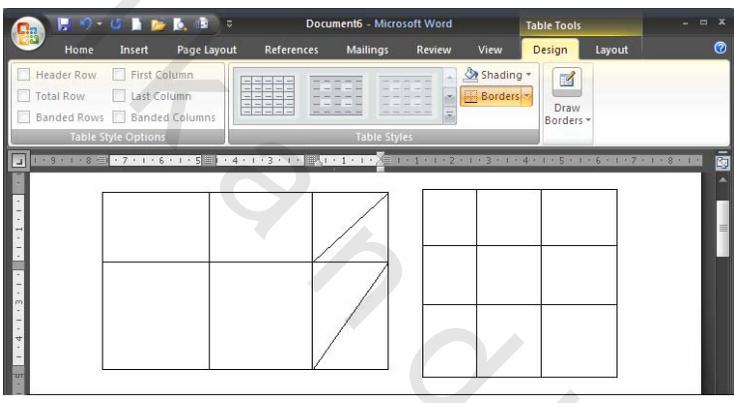


: -

table

Draw Table

Word



(Nested Tables)

Web

()

-()

(Table

)

Draw

Table

Insert Table

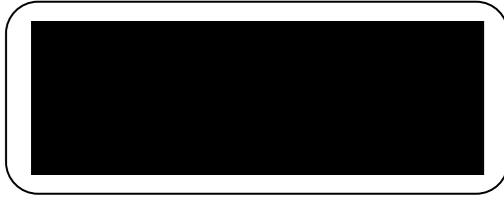
.Table

Table



Many Table





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o b e i k a n a d i . c o m

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Word
bmp bit-mapped
.gif pcx bit-mapped
.
Word
(Drawing Objects) Vector
Word
... ..

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Vector

Clip

Clip Art

.wmf

**Office
Organizer**

Word

Adobe

Paint

()

. ... 3D MAX Photoshop

.MS Excel

. Office

ClipArt " " •

.Shapes •

SmartArt •

.Combod_ed

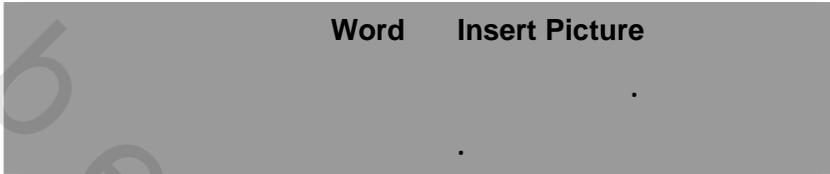
Combo

:

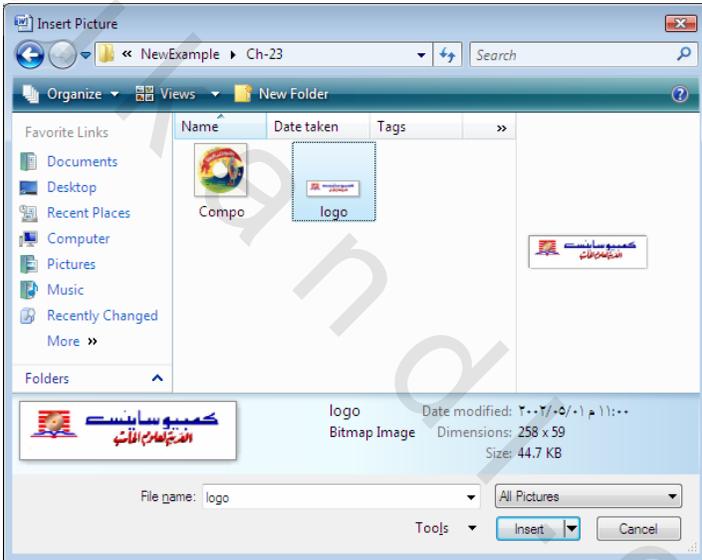
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" " Illustrations Insert .
.Insert Picture Pictures



.(-) .logo.bmp



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combo.docx

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Word

Word

Word

Word

Insert

Picture

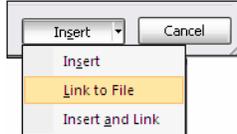
Insert

. (-) Picture

Insert Picture

. (-

) Insert



Insert Picture

Insert

-
Link to file

Word

Link and insert

Word

.Windows

Home

" " Copy

:



. Word .
. Paste Home .
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Paste
Paste Paste Special
As Paste Link Paste Special
Display As icon

Word
) Microsoft office Graphic Object .
(As
Ok .

(Picture Object)
Excel :
.WordArt
Word

:



Object

Text

insert

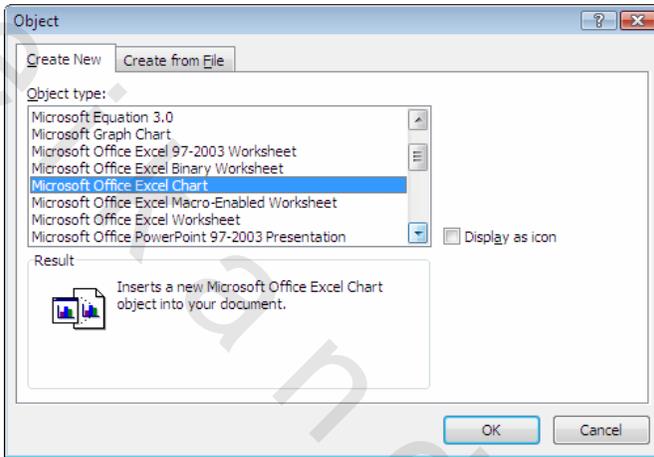
Object

Create New

Object Type

.Microsoft office Excel chart

Excel



.Ok

design

Microsoft office Excel Chart

.Excel

Format Layout

Microsoft office Word Document

:



Word

Cræete

File

Object

From File

.Name



Word

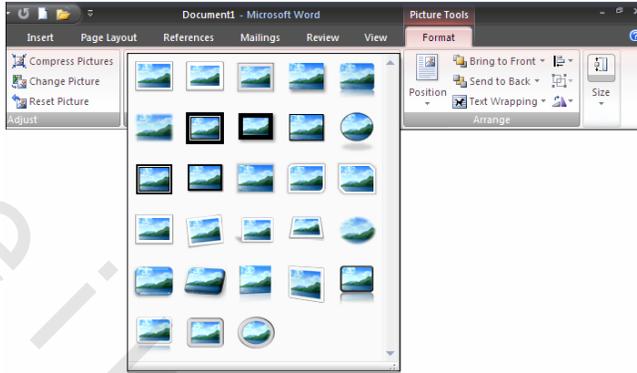


Format

More

Picture Styles

.Picture Style

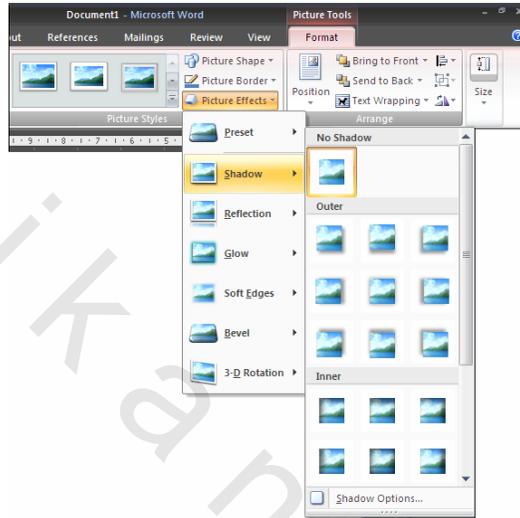


Shadow

.Format

Picture Effects

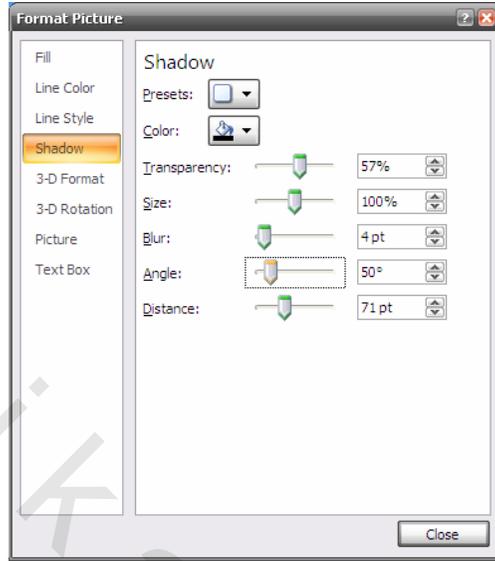
Shadow



Shadow Options

Fromat Picture

.(-) Shadow



Shadow

Close

Word

.Layers " "

Word

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Word

Word

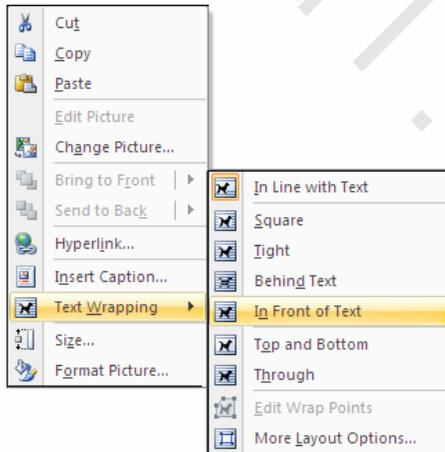
()

Combo_ed

.Combo

Text Wrapping

(-) In Front of text



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Format

Word

Format

Format

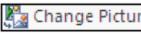
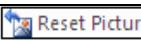
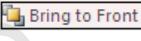
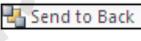


Format

Format

	Brightness ▾
	Contrast ▾

Word 2007

	
	
Insert Picture	
	
	
	
	
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	 6.22 cm
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.Format

.Format

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Size

Format



.Reset Picture

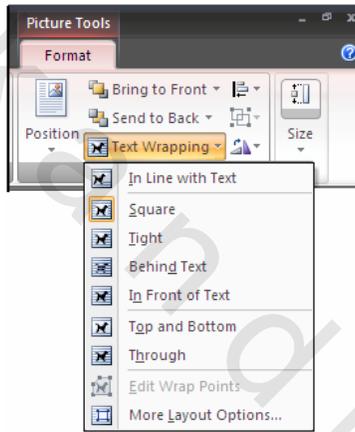
Adjust

Format

Text Wrapping

Arrange

Format



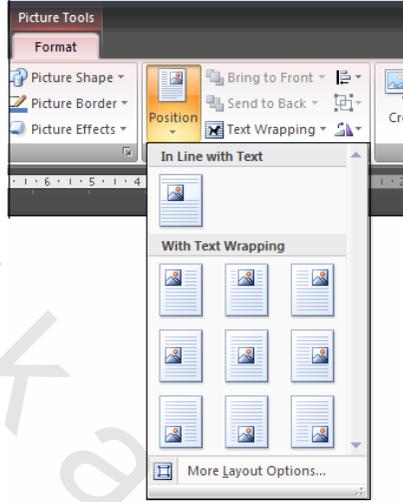
.Office 2007

Square

Behind text

.More Layout Options

Position



In line with Text

.Format

Text Wrapping



:



Word

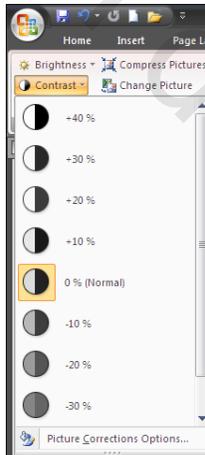
Word

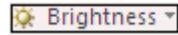
.Format

Format

Contrast

Format





. (-)

.Text Wrapping

In Line With Text



مقبض الدوران

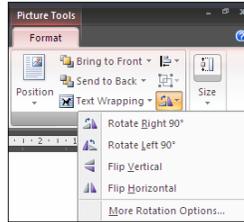


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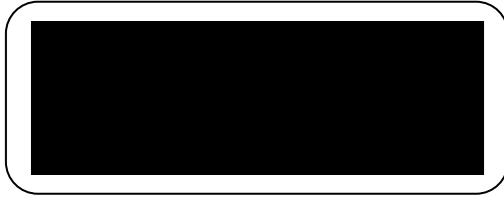
.Format

Format

Rotate



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.Word

Word 2007

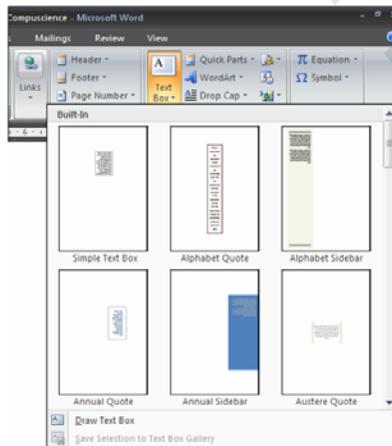
Compuscience

.Compuscience_ed

Text box

Text

Insert



Print Layout

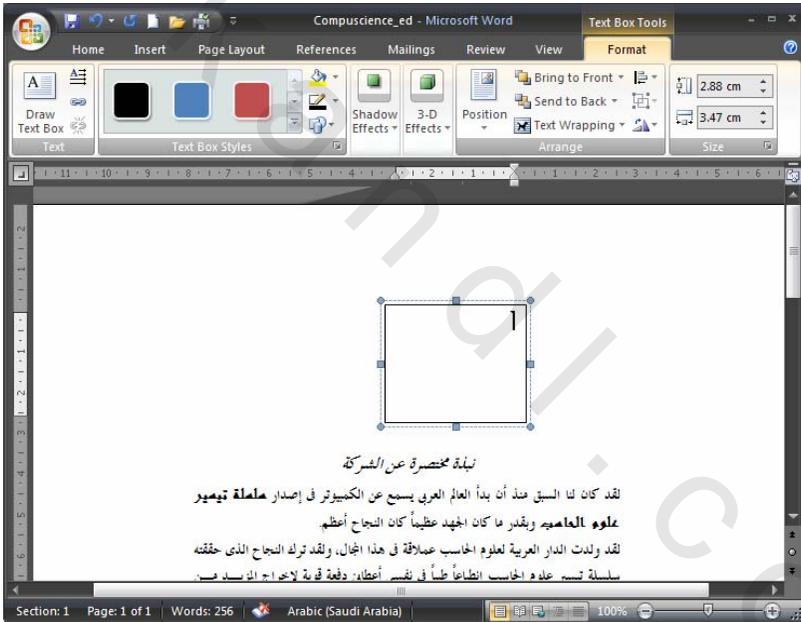
.Print Layout

Word

Print Layout

Draw

.Text Box



Format

Ribbon



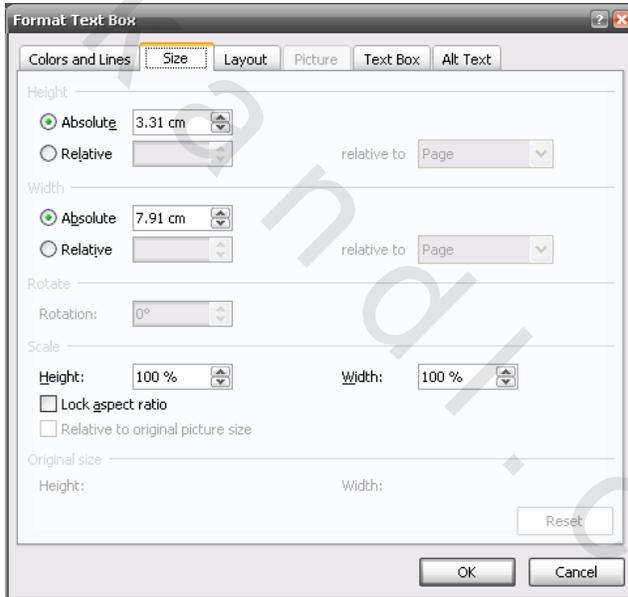
obeikhandi.com

Format

Format Text box

.Text box

Size



Width Height

. Height

%

Height

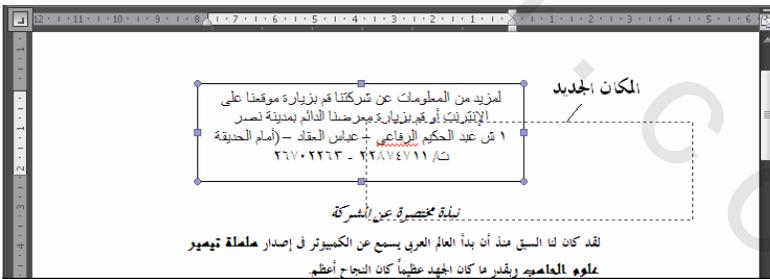
%

.Scale

Width

Ok

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:

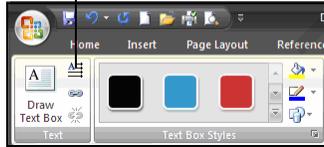


Format

Text direction

Text

تغيير اتجاه النص



.Format

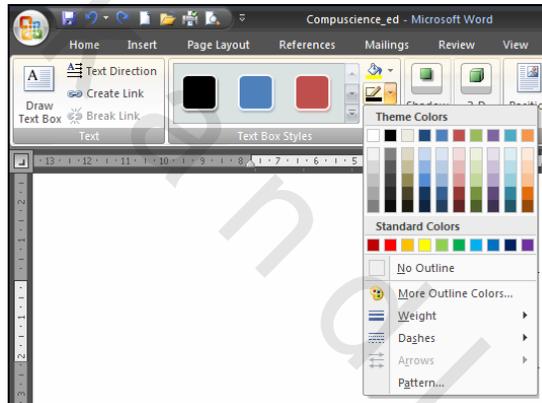
Format

Format

Text Box Styles

Format

Shape outline



Weight

Shape Outline

No

.Outline

Shape Fill

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.No Fill

:

Shadow Effects

Format

No

.Shadow Effect

:



3-D effect

Format

No 3-D effect

Word 2007

:

Text box Styles

More

Format

Text box Styles

More

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Word 2007



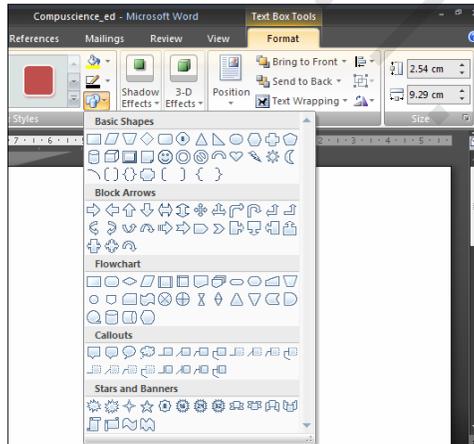
Change
)

Text box style

Format

Word

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(-



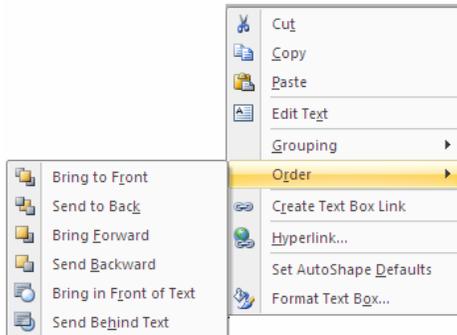
:



Position

Arrange

Order



.Bring to Front .

Send to Back Bring to Front

.Arrange

.Del .

.Format Text box .

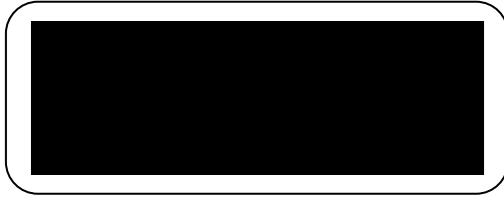
.Convert to frame .

Text box .

Convert to frame .

ok .





Shapes



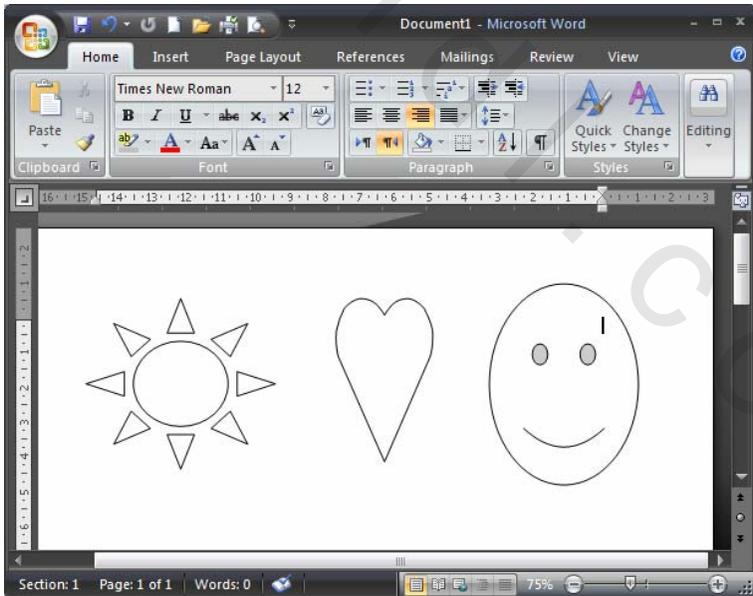
obeikandi.com

(AutoShapes)

Word

Insert

Shapes



:



Print Layout

.Print Layout

Shapes

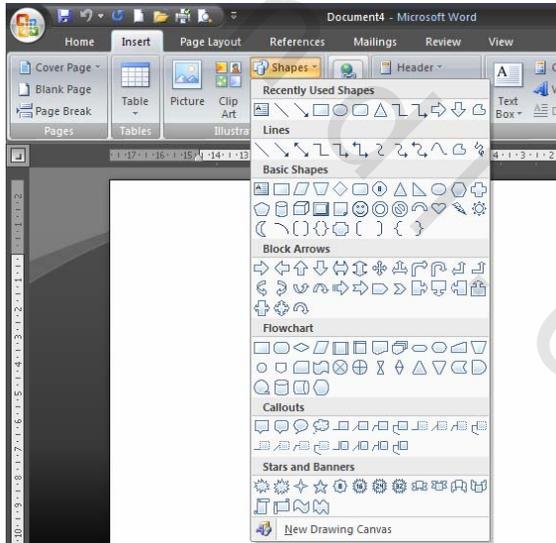
Illustrations

Insert

Lines

Callouts

Black Arrows



Esc



line 

Lines

+

Insert Shapes

Format

Format

More

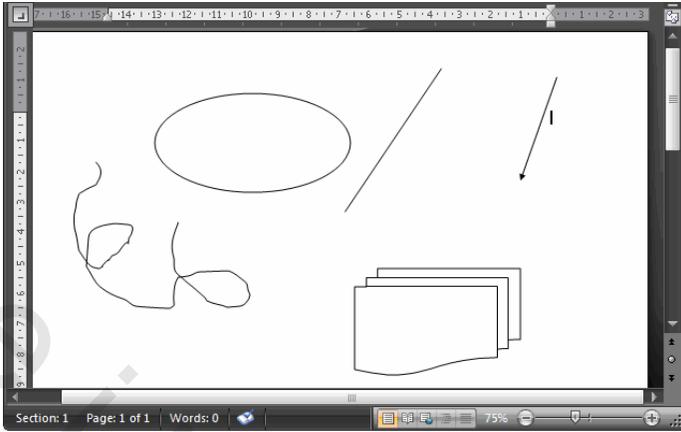
oval 

Basic Shapes

Shift

(-)

:



Moving a shape

(shape)

Format

:

.AutoShap

()

.Del

Shift

Group

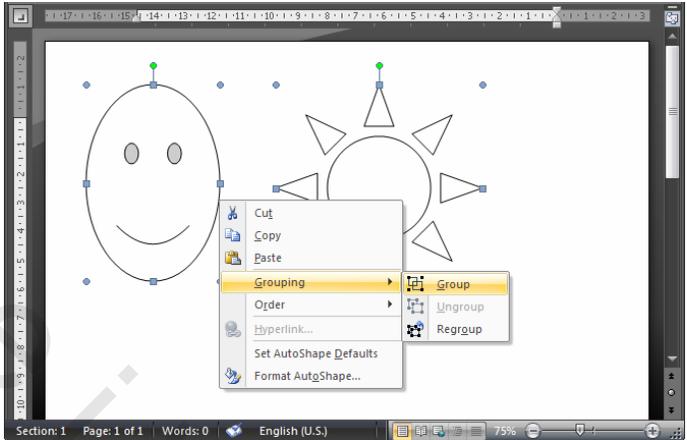
Grouping

Group

()

(-)

obeikanda.com



Ungroup

Grouping

Ungroup

Format

Format

.AutoShape

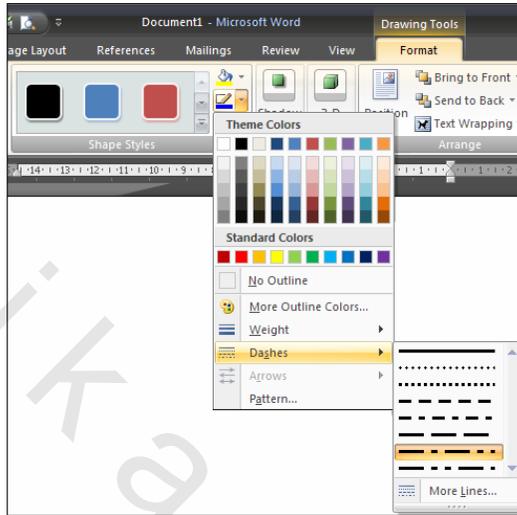
Shape Outline

Shape Styles

Format



Dashes ()



Shape Fill

Format

Shape Styles

.No Fill

more Fill Color

Shap Styles

Colors

Shape



Change Shape



.insert

Shapes

Stars and Banners



Shadow Effect

Format

Drop shadow

Shape Fill

Format

Add Text

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Word

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Home



Obeyikandi.com



Word 2007

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- .ClipArt** ◆
- .WordArt** ◆
- SmartArt** ◆
- .Clip Organizer** ◆

obekikandi.com



Clip Art

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Web

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Word

Office

ClipArt

ClipArt

ClipArt "

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Search "

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ClipArt

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ClipArt

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Search for "

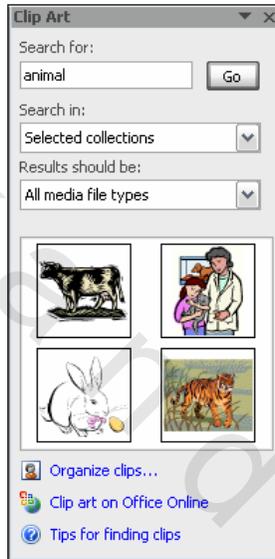
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ClipArt



Clip Art

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Preview/Properties



Preview/Prperties

.Preview/Properties

Insert

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Clip art

WordArt

WordArt

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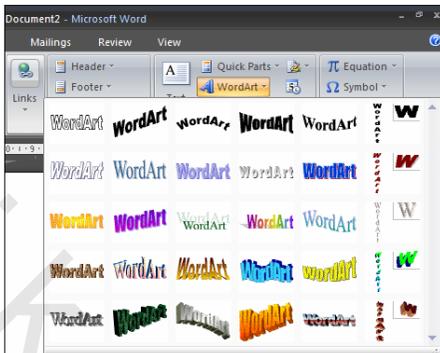
WordArt

Word Art

Text

insert

WordArt



WordArt

Edit

WordArt

WordArt text



Edit WordArt

Your

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Word

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Text Here

WordArt

WordArt

WordArt

WordArt

WordArt

.Format

WordArt

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WordArt

format

Edit

.Edit Text

Text

format

.WordArt Text

.ok

More

WordArt Style

Format

.WordArt

.WordArt

.WordArt



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WordArt

.Picture

Object

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.Arrange

Position

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WordArt

Smart Art

Word 2007

SmartArt

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SmartArt

:List

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:Process

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::Hierarchy

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(-)



:Cycle

Process Diagram

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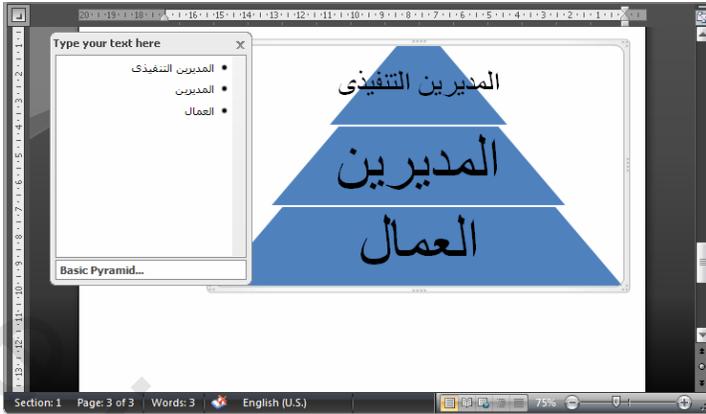
• :Relationship

• :Matrix



• :Pyramid

• (-) .



SmartArt

Word

Design

**SmartArt
Format**



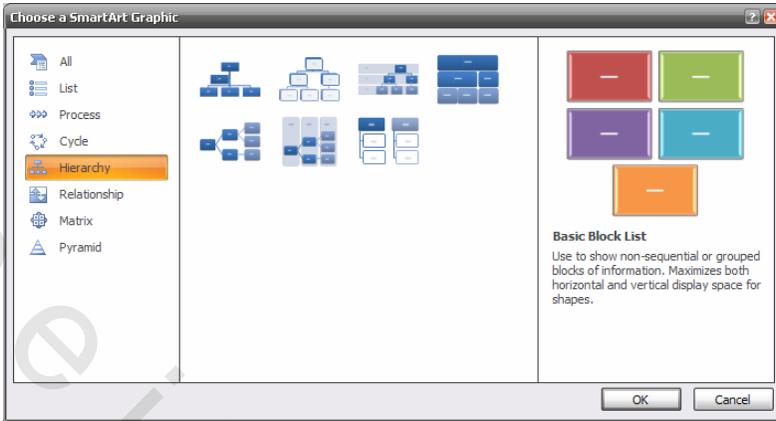
Insert

Illustrations

.Choose a SmartArt Graphic

Hierarchy

.Ok

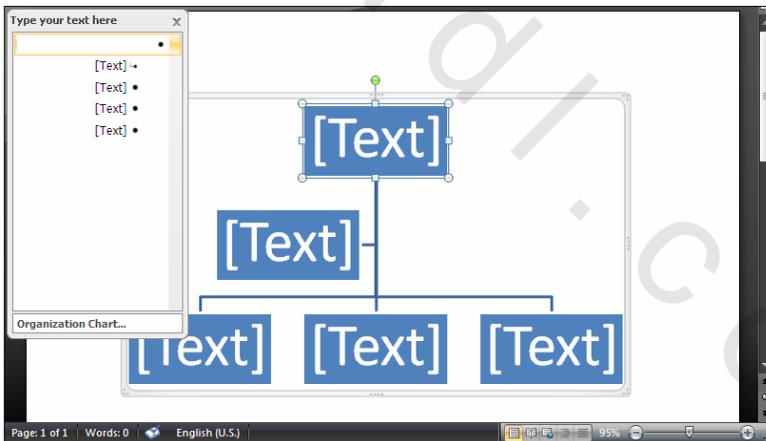


Choose a SmartArt graphic

[Text]

(Placeholder)

(-) .



Changing the Flow Direction

SamrtArt

Design

Right To left

Create Graphic

: SmartArt

.Organization Chart

Right to left



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Adding a Shap

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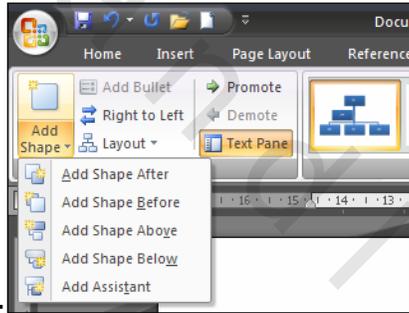
"

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Create

Add shape

Graphic



:Add shape after

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Add shape



Removing shapes

Delete

Quick

undo

.Ctrl+z

.Access toolbar

Promoting or Demoting a shape

Create

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" Demote

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Graphic

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Promote

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Create

Text pane

Design

Graphic

Text Pane

.Shift+Tab

.Tab



SmartArt

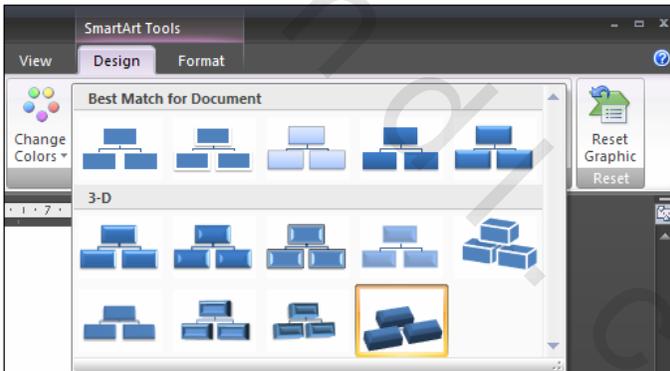
Design

Word 2007

SmartArt Styles

More

SmartArt Styles



SmartArt

SmartArt

Change colors

Design

styles

.Home

font

Format

Shape Fill

Shape Styles

Shape

Shape Outline

.()

Effects

Clip Organizer

Microsoft Clip Organizer

ClipArt

Word

ClipArt

Insert

Clip Organizer

Organize clips

Clip Art

.Microsoft Clip Organizer

Start

Word

Clip Organizer



All programs

Microsoft office tools

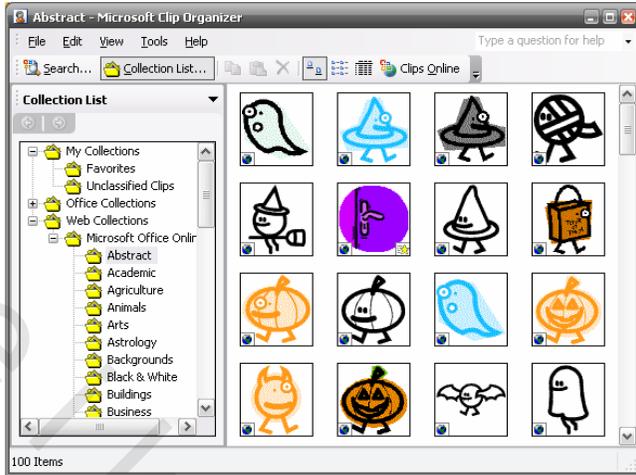
Microsoft office

Microsoft Clip Organizer

Microsoft Clip Organizer

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Clip Organizer

Clip

Thumbnail "

.Abstract

Microsoft office online

Clip Organizer

Organizer

Clip Art

