



Module Description

University of ALKafeel / College of Pharmacy. Academic Year (2020-2021)

Stage:	First
Specialization:	Pharmacy
Name of the Course in Arabic	حاسوب 1
Name of the Course in English	Computer I
Goals:	<p>Windows 10 is the latest version of the Windows operating system released by Microsoft on June 29, 2015. It follows Windows 8 and Windows 8.1, which introduced some of the biggest changes to the operating system since the first release in 1985. Windows 10 seems to blend what users loved about Windows 7 with the best features of Windows 8.1 to create a modern operating system that is productive and efficient. The purpose of this course is to teach all students how to navigate the Windows 10 interface, as well as use its features and apps, regardless of whether or not you are currently using the operating system. Introduction to Microsoft Word , In this training, participants will be given an overview of the different features of Microsoft Word . Participants will learn to use Microsoft Word to produce professional-looking documents. Features included are typing, formatting, spell checking, document spacing, margins, page numbering and saving a document.</p>
Description	<p>microsoft Windows (also referred to as Windows or Win) is a graphical operating system developed and published by Microsoft. It provides a way to store files, run software, play games, watch videos, and connect to the Internet. Microsoft Windows was first introduced with version 1.0 on November 10, 1983. Microsoft Word or MS Word (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents</p>
Number of Theoretical lectures	لا يوجد
Number of Practical lectures	2
Credits	1
Name of Instructor in Arabic	عدي عبيد حسون
Name of Instructor in English	Oday obaid hassoon
Title	مدرس مساعد
Academic email:	Oday.husoon@alkafil.edu.iq
Phone number (WhatsApp)	07803730644

Curriculum / Theoretical:

Week	Syllabus
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Curriculum / Practical:

Week	Syllabus
1	Navigate the Windows 10 user interface
2	· Create accounts in Windows
3	· Open apps and programs
4	· Work with tiles
5	· Use the Start button and Start menu
6	· Access and use the Action Center
7	· Work with apps and programs on the taskbar
8	Manage Your Workspace
9	Edit Documents
10	Preview and Print Documents
11	Customize the Word Environment
12	Formatting Text and Paragraphs
13	Apply Character Formatting
14	Control Paragraph Layout
15	Manage Your Workspace

References :

Main References :

[1] Windows 10 Simplified

كتاب من قبل بول ماكفيدريز

[2]Word for Beginners

كتاب من قبل إم إل همفري

Secondary References:

[1] Microsoft Word Step by Step

كتاب من قبل لامبرت، جوان

[2]Easy Windows 10

كتاب من قبل مارك إدوارد سوبر