

E-mail

is one of the online services it's one of the most modern means of communication. it's used to exchange messages between users of the network and can attach files with messages containing documents, sounds and images must be of the transmitter and receiver letter e-mail address.



Advantages using of E-mail

- ١- Easy and fast sending of messages.
- ٢- You can send a single message to multiple destinations in the same time .
- ٣- Messages can be stored .
- ٤- You can print the messages .
- ٥ - You can attach many types of files with e-mail message.
- ٦ - Available free of charge by several companies, the most important:
 - G mail service from Google.
 - Yahoo service from Yahoo.
 - Microsoft Live Mail service.

E-mail Spam

The spam label applies to messages that are sent electronically and are spam, such as news spam messages. The actual difficulty is how to stop and never receive them again.



How to create an email on the Yahoo website

1- Open a web browser and visit the link to the email Yahoo

WWW.yahoo.com

2-Click on the word email and click on the sign in

3-You will see a registration box containing some requirements including:

First name, last name, email address, password, phone number, date of birth (day, month, year), gender and then click on follow-up will send you a code on the phone Check to make sure your mobile is hot and you have to enter it in the box in front of you and then press Continue.

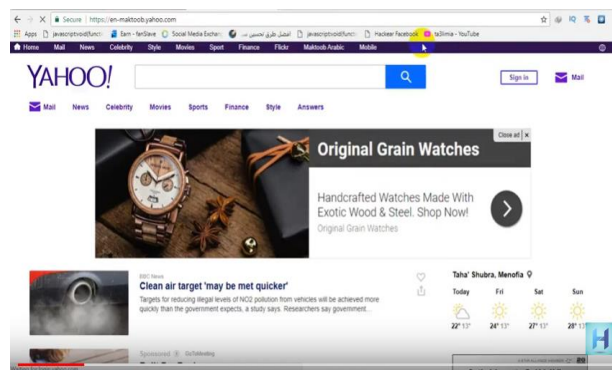
Now will welcome you in your new email, but you will find in front of the new mail page.

Steps Creating Your E-mail account (Yahoo) :

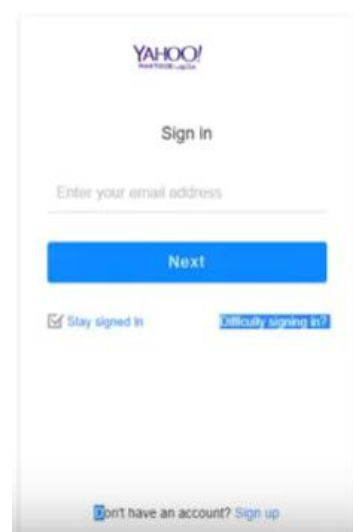
1- Open the internet explorer



Write the address: <http://www.yahoo.com>.



2- Click on the “ Sign in ”.



Sign up

First name

Surname

Email address
I'd rather use my own email address

Password

+1 Mobile phone number

Birth month Day Year

Gender (optional)

Continue

Already have an account? [Sign in](#)

Sign up

ali

ali

hero_12340 @yahoo.com
I'd rather use my own email address

+20 01280194919

August 08 2001

Male

Continue

Already have an account? [Sign in](#)

YAHOO!
SEARCHED. LOVED.

Verify your phone number

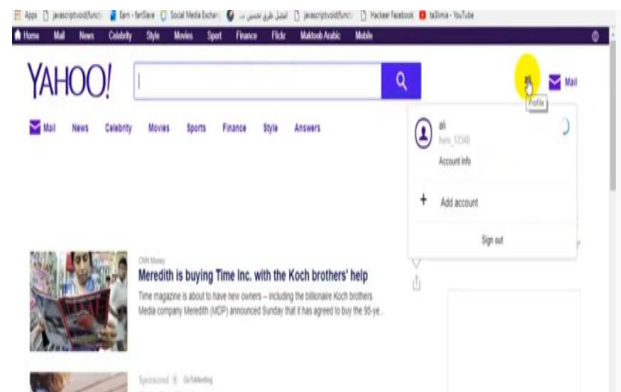
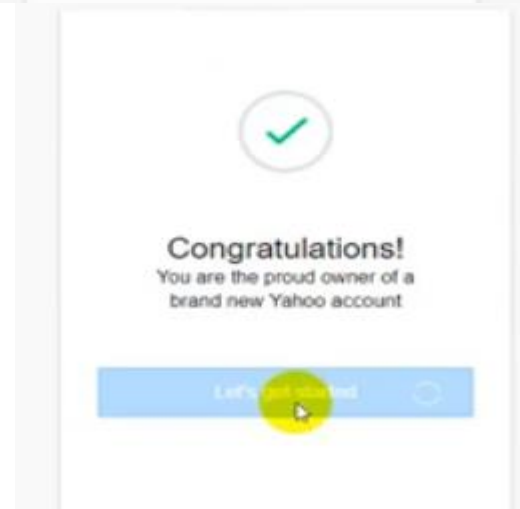
+20 128 019 4919

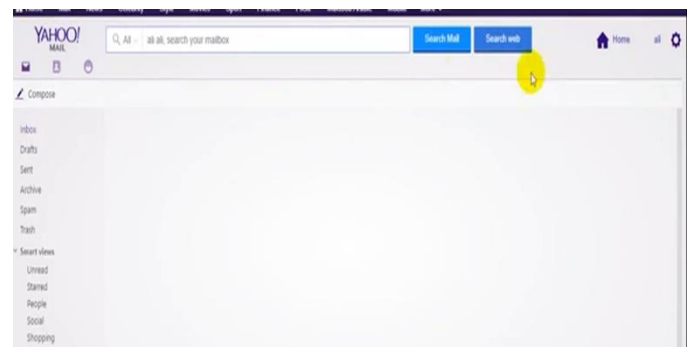
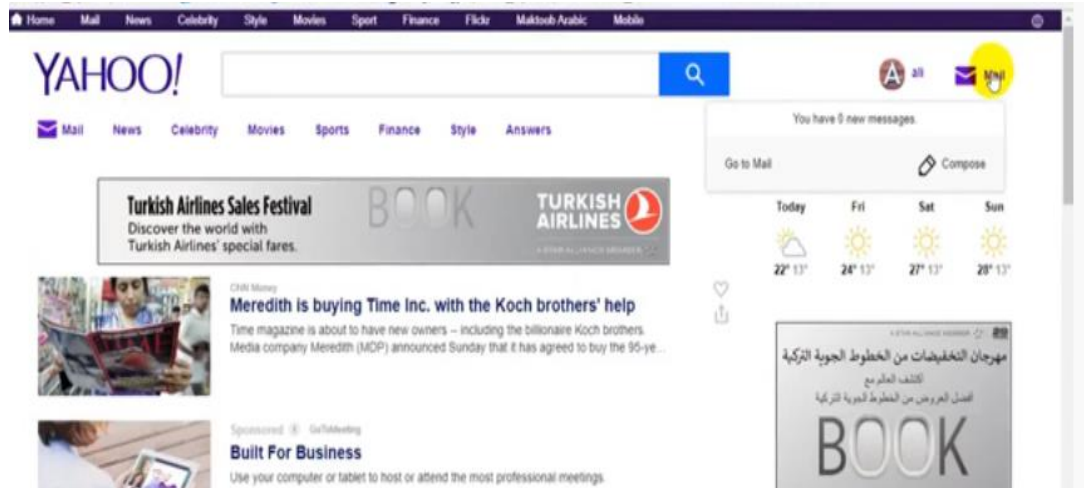
We will send you an Account Key to verify that you're the owner of this phone.

Messaging and data rates may apply

Text me an Account Key

Enter in Code

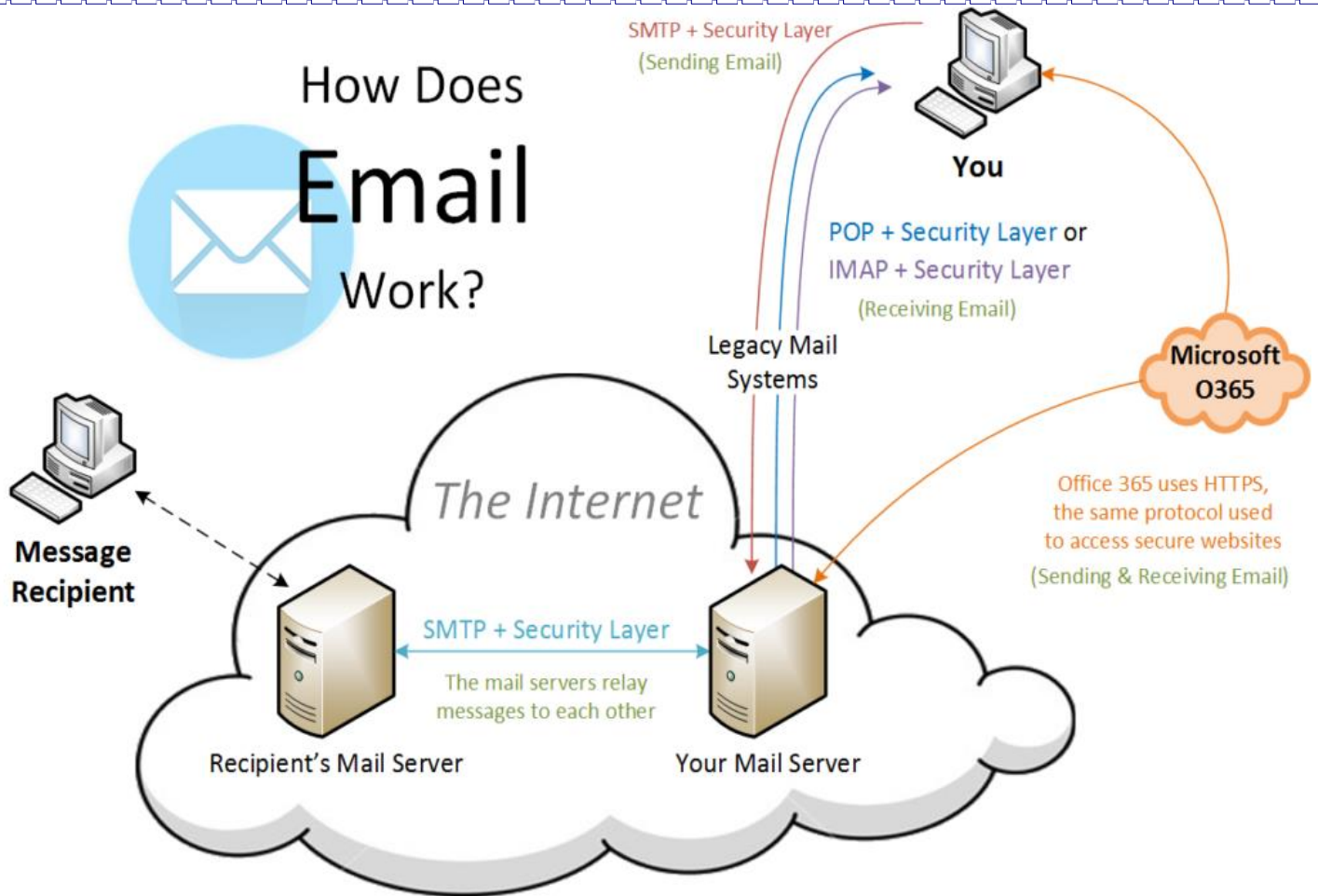




The contents of the email list

- 1- Compose: This is where you are going to compose a message.
- 2-.Inbox: A box that stores or saves received messages.
- 3-.Drafts: Saved messages.
- 4- Sent: A box that stores messages.
- 5-Spam : The spam label applies to messages that are sent electronically and are spam, such as news and spam messages.
- 6- Trash: deleted basket.
- 7-.Folders: Sets in which the emails are divided.

How Does Email Work?



e-mail address is the address given by the e-mail service provider to the account holder, and can be changed and modified as the account holder wishes. Usually, account holders use addresses indicating their identity, such as their name, numbers, and symbols. E-mail must not be the same as any other address, it must be unique from other addresses, which is why the service provider and after determining the address by the account holder searches whether there is another similar address, or if the address is unique The system will be called If not, the system informs the user that it rejects this address and asks them to replace it or make some modifications to it. There is a general version of the e-mail address as soon as you see it known directly that this is the address of a particular person or entity and this format is (name @ Host) The account holder is authorized to specify the name before the @ sign, but what comes after the host name indicates The most popular email providers are Gmail.com, Yahoo.com, Hotmail.com, and many other providers

E-mail consists of

Part I

@

Part II

Whereas

Part I: a code chosen by the owner of the title

Symbol@: is used to connect the two parts

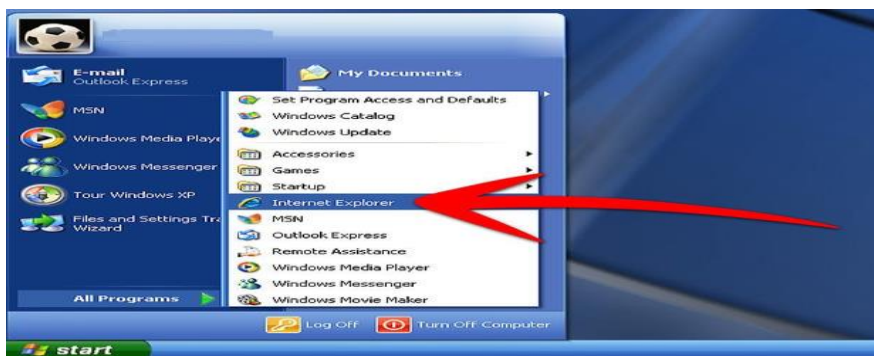
Part II: is a provider of e-mail service name

An example of the mailing address ali@yahoo.com

To run the Internet browser program, the following follow

Start All Programs Internet Explorer.

Or double-left-clicking on the icon diamond(Internet Explorer) on the desktop.

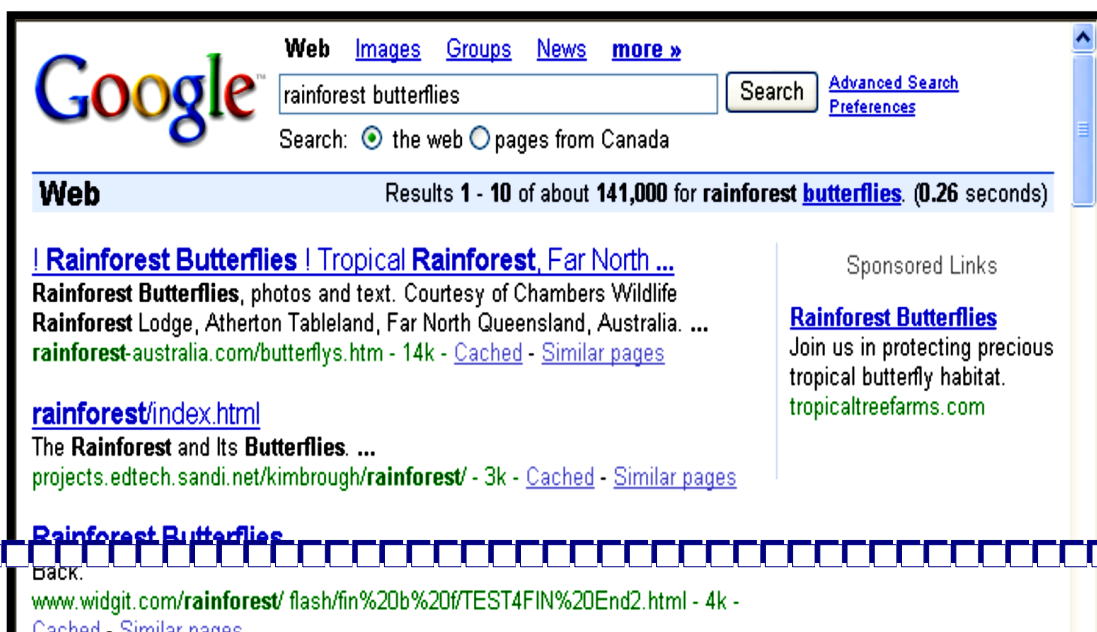


- Internet Search engine:

- 1- Google search engine.
- 2- Yahoo search engine.

1- Google search engine

the following:



r application

2- Yahoo search engine.

the following:



Microsoft Office

Power Point 2007

Using Microsoft PowerPoint

The PowerPoint program uses computer technology to transform ideas and projects to presentations fun and active as in the field of education, training and product marketing and sales.

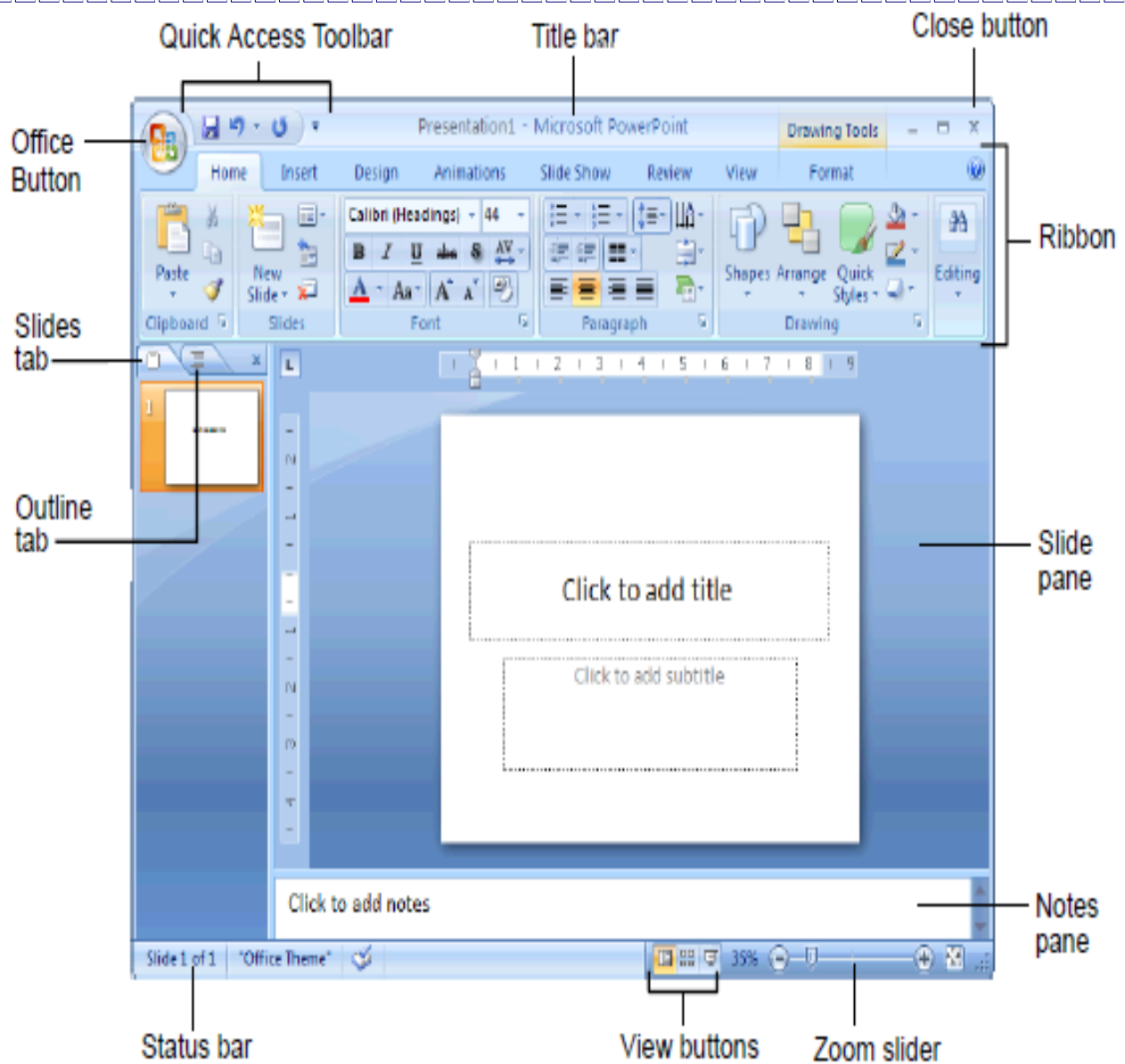
PowerPoint is different from the document because the document is a group of pages while PowerPoint consists of a group of slides can be displayed on a computer screen or through your monitor or turn them into Web pages for display on the network.

Features Power Point program

1. design and display slides containing text, images and movies and sounds.
2. format text (font type, color and size).
- 3-Drawing Lines and boxes and other forms.
- 4-Inclusion of information from other programs to slides.
- 5-delete and re-sequence of slides.
- 6-application movements on various objects in the slides.
- 7-Control of the way of slides show.
- 8-print slides on paper.
- 9-deploy presentations in the form of Web pages.

You can open PowerPoint from:

Click on **Start, All Programs** and then **Microsoft Office** and then **Microsoft PowerPoint** and the following window will appear:



Use the Microsoft Office

Click on the icon to open the choices.



1. **New** – select if you want to create a new presentation.
2. **Open** – select if you want to open an existing presentation.

3. **Save** – select if you want to save a presentation already created or for the first time saving.
4. **Save As** – select if you want to change the name or file folder .
5. **Print** – select if you are ready to print your presentation.
6. **Prepare** – select if you are preparing to document or distribution and you want to check agreements with other versions of PowerPoint.
7. **Send** – select if you send an email copy or fax copy.
8. **Publish** – select if you want to package it to be burned to a CD;
9. **Close** – select when you ready to close this document and leave PowerPoint open.



consists" Tape" of the following tabs:-

1-**Home**" tab, you will find here all commands display as buttons, it supports a " variety of tasks, including copies

And-paste, and add slides, change the slide layout, and format the text and the appointment of his site, and search and replace text.

2-**Insert**" tab Here is everything you might need to put in the slide - from tables, " pictures and graphics .Diagrams, charts and text boxes to sounds, hyperlinks, headers and footers.

3-**Design**" in which you can choose Completed segments form includes " background design, fonts, color scheme, and then tab Customize this format.

4-**Movements**" tab Here is all animation effects. The basic movements are easier " to add to the lists or Charts.

5-**Slide show**" in which you can specify the color of a pen or a certain segment " of the start of which tab. You can also record narration, And a review of the offer quickly, and make some other preparatory tasks.

6-**Review**" tab, find the spell checker and research services. Mark team have " used illustrations Comments To review the presentation, and then see these comments.

7-**View**" tab, you can make a quick switch to a view "page notes," and show grid " .lines, or All open presentations organization in the frame.

The status bar as shown in the bottom of the display screen PowerPoint introduce us information such as slide number and the name of the design template .

Applied to the slide that is displayed and the display buttons and a sliding zoom in / zoom out to enlarge or view slide

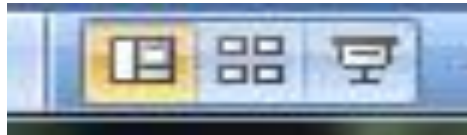
you can through the display buttons determine how the slide show and these buttons represent three main ways slideshow.

And each way view has a certain style, namely.

1- normal supply .

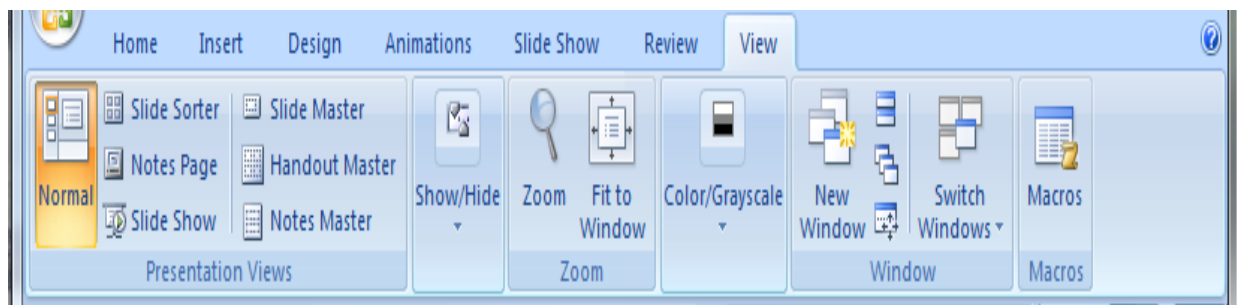
٢-Slide Sorter View .

٣-Slideshow.



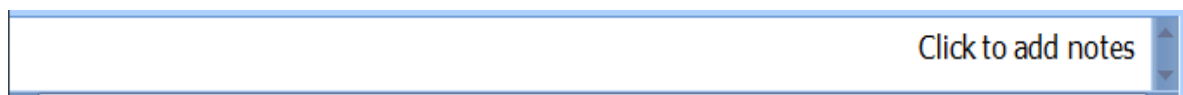
And you can access them in a second way as part of the group the "View" tab, click "methods of presentation offers" then

We choose the right offer, as in the following figure



Notes part:-


Notes part is the lower part in normal view shows the phrase (to add notes),when you write your notes that you want to accompany what slide.



Create presentation

1 - Create a presentation using the Blank Presentation

The first way:- Click the Microsoft office button click New, and then click Blank and recent bottom of the molds, and then double-click the offer down empty empty set up, as in the figure

The second way:- by left-clicking on the  new from Quick Access Toolbar as in Figure.



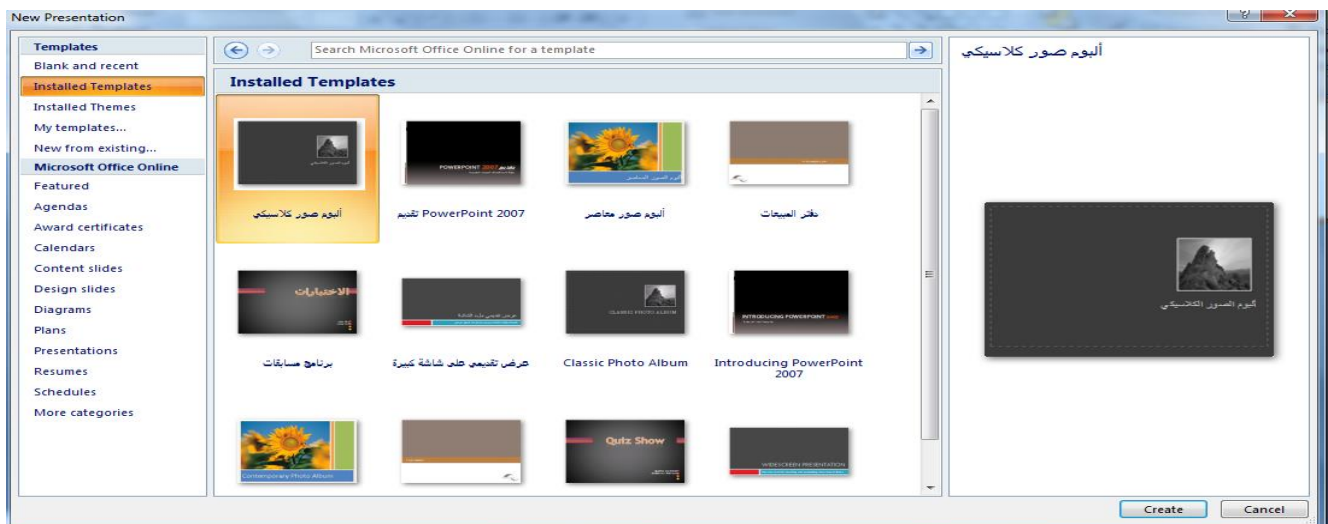
2- Create a presentation using the installed templates

Define the installed templates .

They are files that contain the styles in a presentation, in clueing the type and size of fonts, and design of the back ground.

You can create presentation by using the installed templates Perform the following steps .

Click Microsoft office ,Click New ,and then Click the bottom of the installed templates.



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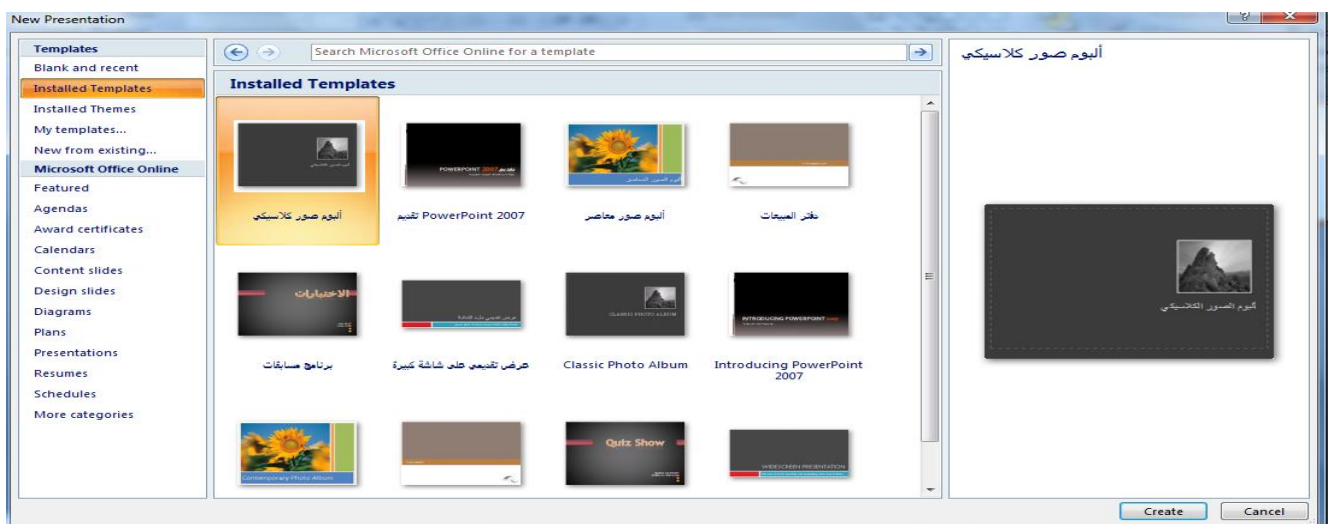
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Dealing with the slide

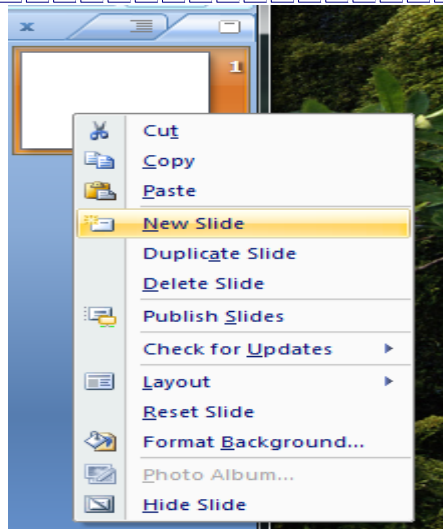
1- inclusion of new slide

Insert a new slide empty, select the slide you want to insert a slide and then do one of the following actions:

A -From the "Home" click the "slices", click the new slide tab as in Figure.



B -Right-click on the current slide menu appears and choose a new slide as in the following figure.

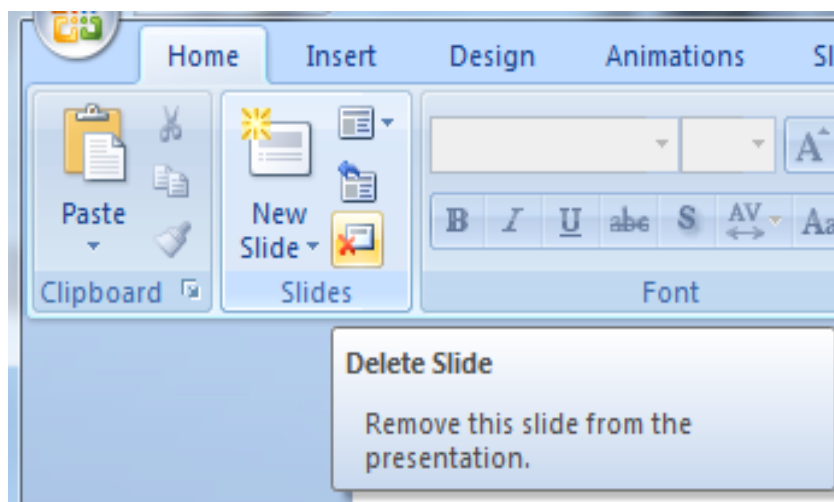


C – From the keyboard Click on (Ctrl) key with (M) key.

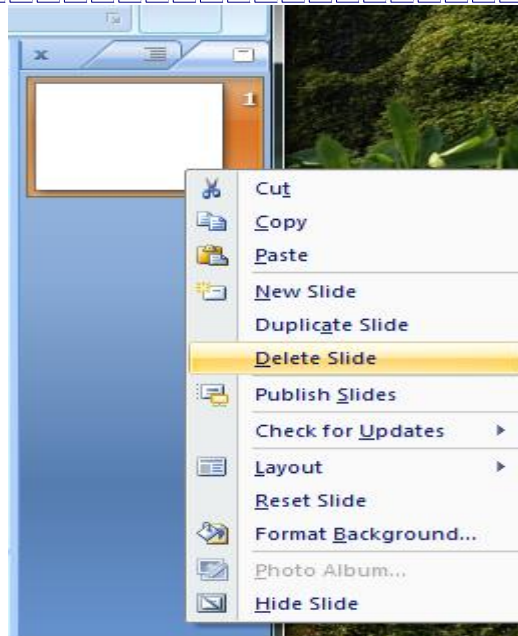
2 - Delete slide

To delete a slide, select the slide that you want to delete and do one of the following actions.

A- From the home page, click the slide part, click Delete.



B- Right-click on the current slide menu appears and choose Delete slide.



C- Press on the key delete or Backspace From the keyboard to DELETE the slide.

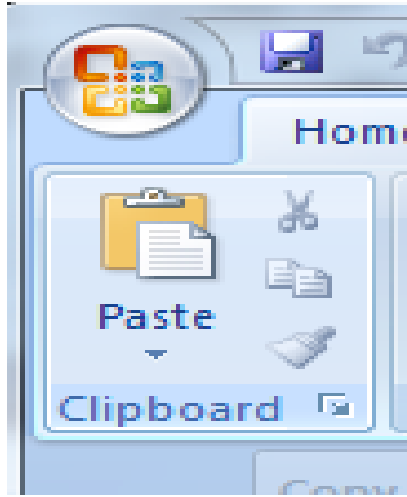
3- Copy, cut (move), paste the slide

Select the slide you want to copy and do one of the following actions:-

A- Right-click the selected slide, and then click Copy .

B- From the home page tab in part clipboard click above the copy button, or paste button .

C- press on CTRL+C to copy and press on CTRL + X from the keyboard.



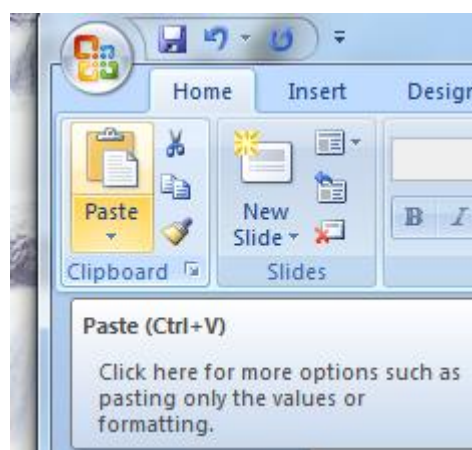
4-Paste slide

After a Copy command or the Cut command to the slide , you have to use the Paste command and to do this command, click the slide that you want to be followed by the copied slides or cut do one of the following actions.

1-Right-click on the slide that you want to be followed by the copied slides or cut, and then click Paste.

2-From the home page tab in the clipboard part, click the Paste button .

3-From the keyboard press(CTRL + V).




o- Hide slide

Select the slide you want to hide and do one of the following actions:

A-Of the "slide show" tab in the "set up", click "Hide slide," as in the following figure.



B- Right-click the slide that you want to hide, and then click to hide slice.

Hidden code slide  with slide number appears inside, next to the slide that you have hidden. As in Figure



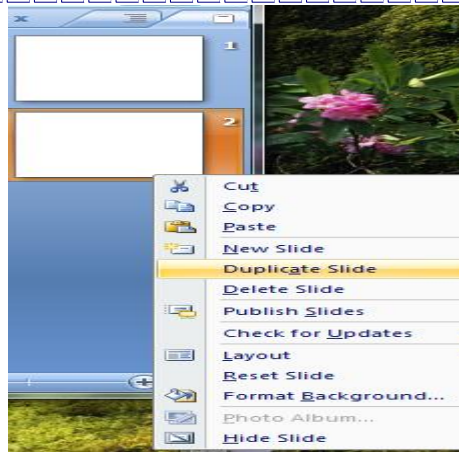
Hint: - slide remain in the file, even though it be hidden during the presentation Run.

6- Repeat slides

Select the slide that you want to repeat them and do one of the following actions:-

A-press the keys(CTRL+D)OF the keyboard.

B-Right-click the slide that you want to repeat them, and then click Duplicate Slide As in the following figure



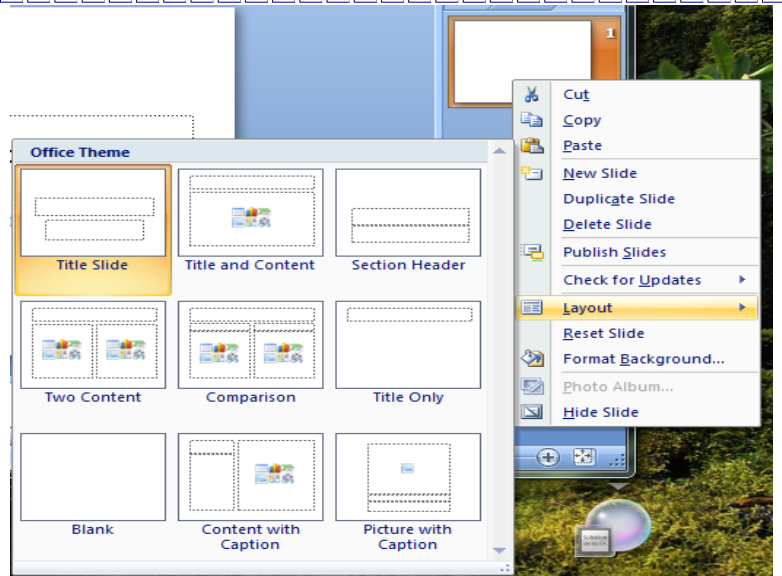
7-Add Features of the slide.

Features are set of formatting choices that include sets of (colors Features, lines Features and features of the effects).

Selecting Background and Format for Slide Click on the **Design Tab** and the following screen will be displayed:



Slide layout: - determines the form of slide and identifies elements that can be contained in the slide, such as text box, image, tableland others.



^-In addition kinetic and sound effects to slides

In order to make the presentation more attractive and the impact on the public, you must be to add some Kinetic effects and audio it so the audience does not feel bored. Effects that can be added to the presentation.

1-Slide transitions .

2-Kinetic and audio effects.

1-Add transitions between slides

Transitional phase is the kinetic effects that can be applied at the transition between the slid and the other, such as the transition from slide The first to the second tranche at the moment can make the second tranche appear on the screen from the bottom or top or on the diagonal former curtains or boxes etc ... and you can also control the speed of the transition effect for each slide, you can also add sound.

Add transitions between slides carried out the following procedure:-

Click on **Animations** Within the range **Transition to this Slide**.

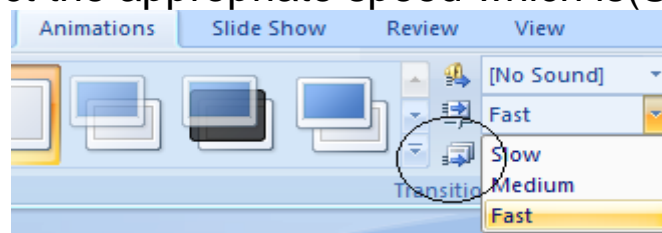


To appoint a speed slide transitions:-

Click on **Animations** Within the range **Transition to this Slide**.

To appoint slide transitions speed, the group was transferred to this segment, click the arrow next to the speed stages

Transitional, and then select the desired speed. Click the tab Speed share-speed box and select the appropriate speed which is(Slow, medium, fast).

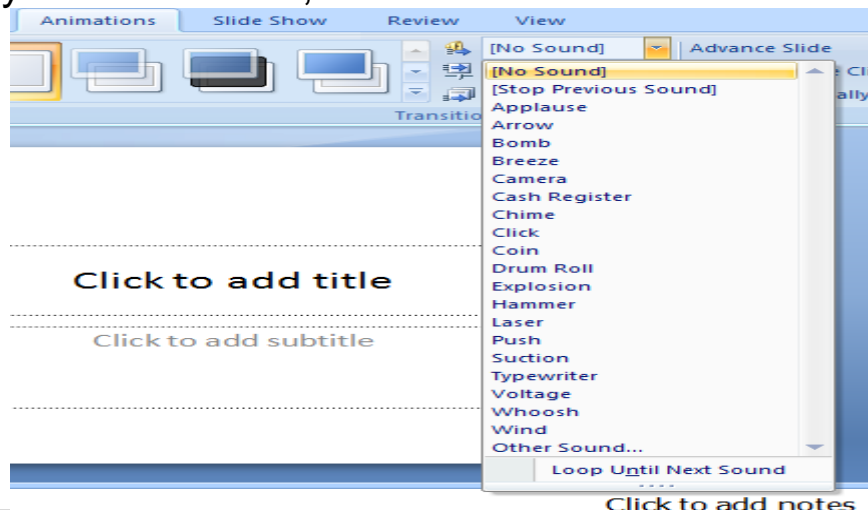


9-Add sound to the slide transitions

Within the Animations tab, in the group move to this other advice evil, click the arrow next to the transfer of voice, and then do one Both of the following.

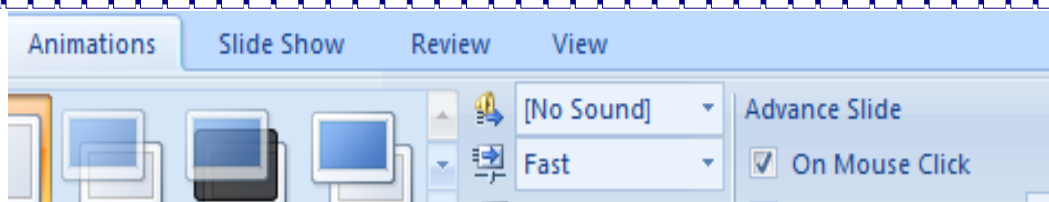
To add a sound from the menu, select the sound you want

To add a sound that does not exist in the list, select another voice, select the voice that you want to add, and then click OK.



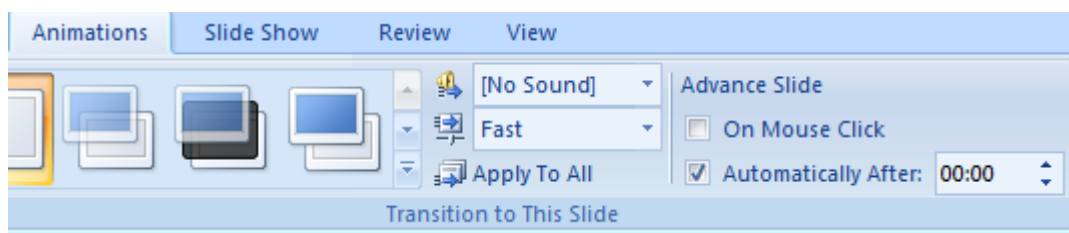
11-Slideshow when a mouse click

Progress within the slice tab, select the box when a mouse click.

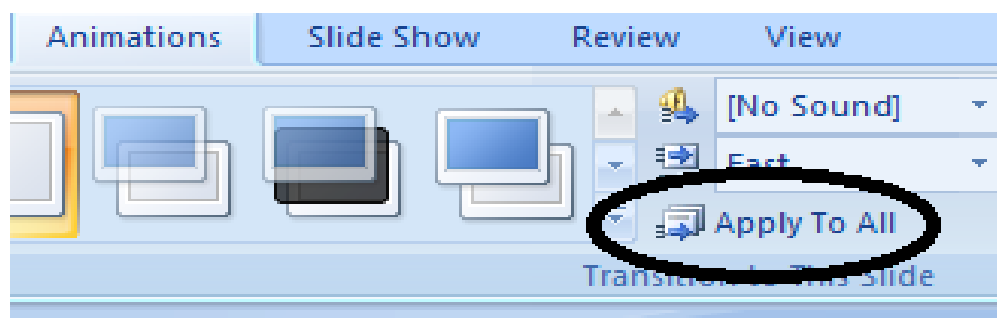


- ١٢ The timing of the slide show set

Progress within the slide tab, select the Automatically After check box and then enter the number of seconds you want the appearance of which slide .on the screen



You can apply different transitions between slides and you can transition phase itself to all the slides in your presentation and so Bannagr(Apply to all slides)



Save the presentation

After you create your presentation and write in it needs to be saved to keep him permanently and save the file for the first time, you will be prompted to give

Form and to conduct conservation follow one of the following steps: - ppt



Melv.oicon name for the file extension PowerPoint

1-Office of the menu button, click Save.

2-From the quick access bar tools Click the Save button . 

In both cases, a special dialog box appears to conservation through:-

Type the file name

Select where to save the file

Click Save button



Save a file in the form of a PowerPoint presentation ready

pps power display in the form of ready-sliced file, which is its extension ppt you can save the file in PowerPoint, which is an extension

The advantage of this type of file that is ready to go as soon as double- (clicking the icon file it does not open (point show

PowerPoint program, but it is running a presentation and start a slide show Mbeshraa became like an executable file and beForm

To make the save, follow these steps.

Office of the menu button, click Save as.

Private conservation as the dialog box appears.

Of the dialog box

1-Type the name of the file when the file name option .

2-Select where to save the file when the option to save the .

3-When "power point show" Select the type of conservation and be Save as type option.

4-Click Save button.

Run the slide show:-

Click on **View** Within the range **presentation Views** Choose **slide show** .

