SEMESTER	*DEPARTMENT*	*COURSE TITLE*
Second	*General Engineering*	*Computer II*
COURSE CODE	*HOURS:* 3	*COURSE SPECIFICATIONS*
EG205	*UNITS:* 3	*Theoretical Contents*

1. WORD:

➢ Introduction to working environment.

➢ Dealing with tool bars.

➢ File management (open-close file; save file;….)

➢ Dealing with texts (assortment the text/ copy / delete/ cut/ paste….)

➢ Dealing with pages (numbering/ margins….)

➢ Dealing with tables.

➢ Dealing with pictures.

➢ Dealing with help in Microsoft word.

2. Power Point:

➢ Introduction to working environment.

➢ Dealing with tool bars.

➢ Dealing with slides (type of slide/ editing a text/ insert pictures ….)

➢ Motions

➢ Dealing with help in Microsoft power point.

3. Internet:

➢ Historical Introduction.

➢ Exploring internet (Internet browser: INTERNET EXPLORER).

➢ Dealing with tool bars in the browser (page setting/ favorite setting…)

➢ Dealing with web sites (www/ URL …)

➢ Dealing with searching engines.

➢ Dealing with Email.

References: