

DIGITAL CITIZEN

INTORE MU



ICDL
Africa

IKORABUHANGA

IGITABO K'IBYIGWA, IMYITOZO
N'UBUBIKO BW'IBYIZWE
(Ms Windows 10 & Office 2016)



IGITABO K'IBYIGWA, IMYITOZO N'UBUBIKO BW'IBYIZWE

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IKI GITABO K'IMYITOZO KIMAZE IKI ?

iki gitabo k'imyitozo kizaba ububiko bw'ibyo wize muri gahunda y'intore mu ikoranabuhanga (Digital Citizen). Igihe uzaba urangije imikoro yose yo muri iki gitabo ndetse n'umwigisha wawe yaramaze gukosora imikoro yawe, uzahabwa impamyabumenyi y'intore mu ikoranabuhanga (Digital Citizen).

Umwigisha cyangwa umwalimu ni umuntu uzagufasha gukoresha iki gitabo ndetse akanagufasha no muri gahunda y'intore mu ikorabunahanga (Digital Citizen).

Iki gitabo kigizwe n'imitwe itanu. Buri mutwe ugabanyijemo ibice bibiri: 'Ibisobanuro' ni igice gikubiyemo ibyigwa naho 'Imikoro' ni igice ushobora kugaragarizamo ibyo wize.

IBIKUBIYE MU GITABO K'IMYITOZO

Umutwe 01: Iby'ibanze kuri mudasobwa

Umutwe 02: Intangiriro ku dushushondanga two kuri Biro (Desktop)

Umutwe 03: Intangiriro ku nyandiko

Umutwe 04: Intangiriro ku rubuga rwa murandasi

Umutwe 05: Itumanaho

Wibanda ku kwiga umutwe umwe ukawurangiza. Igihe wumva wamaze kwiga no kumva neza ibiri muri uwo mutwe, ugomba kurangiza imikoro iri mu gitabo. Imwe muri iyo mikoro ni ibibazo byerekeye ku byo uba umaze kwiga, indi ni imikoro ukorera kuri mudasobwa. Wandika ibisubizo by'iyi mikoro mu gitabo. Ushobora gufata igihe cyose wifuza gukoresha kuri iyo mikoro.

Iri si ibazwa kandi ushobora kwifashisha igitabo cyangwa ugusaba ubufasha umwigisha wawe igihe uri gukora imikoro.

KUVUGANA N'UMWIGISHA WAVE KU BIJYANYE N'IGITABO

Igihe urangije imikoro kuri buri mutwe, ereka igitabo cyawe umwigisha. Azasuzuma ibyo wakoze kandi anabikuganirizeho. Nyuma azashyira umukono kuri paji igaragaza ibyizwe iri ku mpera z'iki gitabo k'intore mu ikoranabuhanga (Digital Citizen).

Kuri paji ya 9 n'ya 12 y'iki gitabo, ushobora gushyira akamenyetso mu kazu kari iruhande rw'ibyo wumva uzi /wamenye.

Umwigisha agomba kumenya neza niba wasobanukiwe n'ibiri muri buri mutwe, kandi akamenya niba ari wowe wakoze imikoro n'umushinga.

UKO UBONA IMPAMYABUMENYI YAWA Y'INTORE MU IKORABUHANGA / DIGITAL CITIZEN

Ushobora kubona impamyabumenyi yawe y'intore mu ikoranabuhanga/ Digital Citizen igihe umwigisha wawe yamaze gushyira umukono ku mitwe yose igize igitabo k'intore mu ikorabuhanga (Digital Citizen) akanohereza ububiko bw'ibyo wize ku biro bya (ICDL) . Impamyabumenyi yawe izoherezwa ku kigo k'isuzuma cyemewe na ICDL wakoreyeho amahugurwa, icyo kigo na cyo kiyikugezeho.

Niba ufite ikibazo cyangwa impungenge ku bijyanye na gahunda y'intore mu ikoranabuhanga (Digital Citizen), egera umwigisha wawe uri ku kigo wigiraho k'isuzuma kemewe na ICDL.

URUPAPURO NGENGAMYIGIRE

Koresha uru rupapuro rwerekana intera umaze gutera kugirango usuzume ko wize ubumenyi bwose bukubiye muri buri mutwe.

Ushobora gushyira akamenyetso kuri buri gice wasubiyemo kandi wasobanukiwe neza.

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UMUTWE

01

IBY'INGENZI KURI MUDASOBWA IBISOBANURO

Ibice bigize mudasobwa

Mwandikisho

Intembezwantoki

Imbeba

Ubwoko bwa mudasobwa

Gucana Mudasobwa

Kuzimya Mudasobwa



IBICE BIGIZE MUDASOBWA– IBISOBANURO

Mudasobwa zose zifite ibi bice bine by'ingenzi

- Isanduku ya mudasobwa
- Mugaragaza
- Intembezwantoki/Imbeba
- Mwandikisho

1. Isanduku ya mudasobwa

Ibice byose bituma mudasobwa ikora biba mu isanduku yitwa “System Unit” , iba irimo ubwonko bwa mudasobwa buzwi ku izina rya Sipiyu (CPU-impine ya Central Processing Unit), Ubwibukiro bw'ibanze, n'ibikoresho-bubiko nka hadi disike (hard disk) na Musomyi ya Dividi(DVD) bikoreshwa mu kubika amakuru shingiro ku buryo burambye.

2. Mugaragaza

Mugaragaza ni nka ekara ya televiziyo. Ituma ubona amakuru shingiro uri kwinjiza muri mudasobwa.

3. Intembezwantoki/Imbeba

Ukoresha intembezwantoki mu guha amabwiriza cyangwa amategeko mudasobwa igendanwa. Ushobora kuyikoresha ku buryo butandukanye. Ushobora kuyikoresha mu guhitamo ikintu, kwimura ikintu, no kubwira mudasobwa gukora ikintu runaka uyitegetse.

Ushobora kandi gukoresha imbeba mu kubwira mudasobwa icyo igomba gukora. Ushobora kuyikoresha mu guhitamo ikintu, kwimura ikintu, no kubwira mudasobwa gukora ikintu runaka uyitegetse.



4. Mwandikisho

Mwandikisho ni nk'imashini yo kwandika kandi uyikoresha mu kwandika no guha amategeko mudasobwa.



Ibikoresho nyunganizi

Rimwe na rimwe uzabona utundi dukoresho ducometse ku isanduku ya mudasobwa (System Unit) , nka mucapyi, Indangururamajwi, Kamera yo kuri mudasobwa, cyangwa mikoro. Ibi byose, kimwe na mwandikisho, imbeba, na Mugaragaza ni byo byitwa ibikoresho nyunganizi.

Ibindi bikoresho nyunganizi bitandukanye bishobora gucomekwa kuri mudasobwa kugirango ikore imirimo y'inyongera, ariko ntabwo ari ibikoresho bya ngombwa cyangwa by'ibanze ku bijyanye n'imikorere isanzwe ya mudasobwa.

MWANDIKISHO – IBISOBANURO

Mu gihe ukoresha porogaramu nka(Microsoft Word), buto yose ukanze ituma inyuguti iri kuri iyo buto igaragara kuri mugaragazi iri imbere yawe. Niba utari gukoresha porogaramu runaka, buto zifite imikorere yihariye ni zo zonyine zagira icyo zikora kuri mudasobwa. Izo buto zidasanzwe n'izindi zitandukanye birasobanurwa mu gice gikurikiyeho.



Buto zimwe zifite imikorere/ akamaro bidasanzwe.

Buto yo gusubiza inyuma (Back space)

Kanda iyi buto rimwe kugirango usibe inyuguti iri ibumoso bw'inyoboranyandiko. Inyoboranyandiko ni akarongo gahagaze ubona kuri mugaragazi kakwereka aho ugiye kwandika cyangwa gusiba inyandiko.



F1 – F12 (Buto zifite imimaro yihariye)

Iri ni itsinda rya buto cumi n'ebiyiri usanga ku murongo wa mbere wo hejuru kuri mwandikisho. Izi buto zikora imirimo idasanzwe bitewe na porogaramu uri gukoresha. Urugero, buto ya F1 ikoresha akenshi mu kwerekana ubufasha kuri porogaramu uri gukoresha.



Buto SHIFT

Mwandikisho ifite buto SHIFT ebyiri – imwe ibumoso iyindi iburyo. Ukanda ukagumishaho imwe muri izi buto kugirango ubashe kwandika mu nyuguti nkuru.



Buto yo gusiga akanya (Space bar)

Iyi ni buto ndende usanga ku murongo wa nyuma wa mwandikisho. Isiga umwanya utanditseho mu gihe cyose uyikanze.



Buto yo kwemeza / Buto ENTER

Iyi ni buto ukanda iyo ushaka gutangira undi murongo igihe uri kwandika kuri mudasobwa. Ushobora kandi kuyikoresha iyo ushaka guha mudasobwa itegeko ryo gutangira umurimo runaka.



Inyuguti nkuru / Buto CAPS LOCK

Kanda iyi buto igihe ushaka ko ibyo wandika byose biza mu nyuguti nkuru. Iyo ukanze bwa kabiri buto (CAPS LOCK), uba ukuyemo uburyo bwo kwandika mu nyuguti nkuru bikagaruka mu nyuguti nto.



Buto yo gusiba / Buto DELETE

Kanda iyi buto kugirango usibe inyuguti iri iburyo bw'inyoboranyandiko. Igihe cyose ukanze iyi buto isiba inyuguti/ikimenyetso kimwe.



Buto z'imibare

Buto z'imibare ziri ku gice cya ruguru cya mwandikisho kandi ziba zifite izindi nyuguti cyangwa ibimenyetso byanditse hejuru y'imibare. Iyo ushaka kwandika izo nyuguti cyangwa ibimenyetso aho kwandika imibare, ukanda buto (SHIFT) ukagumishaho ubundi ugakanda buto y'umubare iriho icyo kimenyetso cyangwa inyuguti ushaka.



INTEMBEZWANTOKI – IBISOBANURO

Intembezwantoki bita "touchpad" ni igikoresho nyereka gifite ubuso burambuye akenshi kiba ku ruhande rwo hasi kuri mwandikisho. Iyo unyereje Intoki zawe kuri ubwo buso burambuye bwa (touchpad) Inyoboranyandiko yo kuri

mugaragaza ya mudasobwa na yo irimuka. Ukoresha intembezwantoki mu guha amabwiriza cyangwa amategeko mudasobwa igendanwa. Ushobora kuyikoresha ku buryo butandukanye. Ushobora kuyikoresha mu guhitamo, kwimura ikintu, no kubwira mudasobwa gukora ikintu runaka uyitegetse.



(Buto yo kwinjiza / Buto Enter na yo ishobora kubikora).

Hari buto ebyiri ku ntembezantoki ushobora gukanda iyo ushaka ko intembezwantoki yinjiza amakuru muri mudasobwa. Akenshi, ukanda buto iri ibumoso. Nk'iyoy ushaka gutangiza porogaramu, ukanda buto y'ibumoso inshuro ebyiri ku buryo bwihuse . Ibi ni byo bita gukanda kabiri wungikanya ([double-clicking](#)).

Ubundi buryo ushobora gukoresha intembezwantoki ni uburyo bwa kanda-unyereze ([click and drag](#)) cyangwa. Ibi bisobanuye ko ukanda buto y'ibumoso y'intembezwantoki ukagumishaho maze ukanyereza intoki zawe ku buso bw'intembezwantoki. Ibi ubikora ushaka kwimura ibintu kuri mugaragaza ya mudasobwa yawe. Urugero : Kuri desikitopu, Imura mwerekana yawe uyijyane ku gashushondanga maze ukande buto y'ibumoso kugirango uhitemo agashushondanga. Ugikomeje gukanda buto y'ibumoso nyereza urutoki rwawe ku ntembezantoki wimurire agashushondanga ahandi hantu kuri mugaragaza yawe.

IMBEBA-IBISOBANURO

Ubundi buryo kwasimbura gukoresha intembezwantoki kuri mudasobwa igendanwa ni ugukoresha imbeba. Kimwe n'intembezwantoki, ushobora gukoresha imbeba mu guha amabwiriza cyangwa amategeko mudasobwa. Ushobora kuyikoresha ku buryo butandukanye. Ushobora kuyikoresha mu guhitamo ikintu, kwimura ikintu, no kubwira mudasobwa gukora ikintu runaka uyitegetse.

Hari buto ebyiri ku mbeba, ushobora gukanda iyo ushaka ko imbeba yinjiza amakuru muri mudasobwa.

Akenshi, ukanda buto iri ibumoso. Nk'iyoy ushaka gutangiza porogaramu, ukanda buto y'ibumoso inshuro ebyiri ku buryo bwihuse . Ibi nibyo bita gukanda kabiri wungikanya ([double-clicking](#)).




Ubundi buryo ushobora gukoresha imbeba ni uburyo bwa Kanda-unyereze ([click and drag](#)). Ibi bisobanuye ko ukanda buto y'ibumoso y'imbeba ukagumishaho maze ukanyereza imbeba ku meza. Ibi ubikora ushaka kwimura ibintu kuri mugaragaza ya mudasobwa yawe. Urugero : Imura mwerekana yawe uyijyane ku gashushondanga maze ukande buto y'ibumoso y'imbeba ugumishaho, nyereza imbeba maze wimurire agashushondanga ahandi hantu kuri mugaragaza yawe.



Amashusho ya Mwerekana

Iyo unyereje intoki zawe kuri ubwo buso burambuye bw'intembezwantoki cyangwa ukimura imbeba, mwerekana na yo yimuka igana mu cyerekezo kimwe n'imbeba cyangwa intembezwantoki.

Ishusho ya mwerekana kuri mugaragaza ihinduka bitewe n'akazi (cyangwa mudasobwa) iri gukora, nk'uko bigaragara kuri aya mashusho akurikira.

Kanda utangire	Mudasobwa irahuze	Mugaragaza hano	Mwandikonyobora hano
I			

GUHITAMO IKINTU- IBISOBANURO

Mbere yo kugirango icyo ukora wifashishije intembezwantoki cyangwa imbeba, ugomba mbere na mbere [guhitamo](#) ikintu ugakanda ibumoso bw'intembezwantoki cyangwa imbeba. Iyo ubikoze, ibara ry'icyo kintu rirahinduka. Kigaragara ku **buryo bwihariye** byerekana ko icyo kintu [cyahiswemo](#).

AMOKO YA MUDASOBWA- IBISOBANURO

Hano ushobora kubona amoko atandukanye ya mudasobwa, harimo musomyi ya mediya, simatifone, taburete. Ibi bikoresho bifite imimaro runaka itandukanye. Bikoze ku buryo bigira amashusho n'ingano bitandukanye kugirango binogera abantu batandukanye bikanagira imimaro itandukanye.

Mudasobwa yo ku meza (Desktop PC)

Ubu bwoko bwa mudasobwa bwitwa Desktop personal computer cyangwa PC (Pisi). Ushobora kuyikoresha mu rugo cyangwa ku kazi. Yitwa Desktop (Desk = ameza ; top= Hejuru) kuko isanduku ya mudasobwa/system unit akenshi iba iteretse ku meza. Nubwo hari amasanduku ya mudasobwa manini bashobora gutereka hasi.



Mudasobwa rukomatanyo (All-in-One PC)

Ubu bwoko bwa mudasobwa bwitwa “All-in-One PC”. Mudasobwa rukomatanyo ziba zifite isanduku ya mudasobwa ifatanye na Mugaragazi. Isanduku ya mudasobwa iba iri inyuma cyangwa ku ifatizo (hasi) rya mugaragazi. Ibi bisobanuye ko mudasobwa rukomatanyo (All-in-One PC) zitwara umwanya muto ugereranyije na mudasobwa yo ku meza (PC)



Mudasobwa igendanwa (Laputopu)

Iyi ni mudasobwa ntoya ushobora kugendana . Ushobora kuyikoresha iri ku bibero (mu cyongereza ikibero ni Lap) byawe — ari na yo mvano y'izina Laptop (Lap=ikibero ; top = hejuru) Ifite ibice byose bya mudasobwa nini , ariko byose bikubiye mu gasanduku kamwe.



Rimwe na rimwe bayita Laputopu (Laptop) cyangwa Notibuke (Notebook). Mu mwanya w'imbeba, mudasobwa zigendanwa zifite igikoresho cyo kwinjiza (amabwiriza cyangwa amategeko muri mudasobwa) bita ntembezwantoki (touchpad) ari yo iherereye imbere ya mwandikisho. Kunyereza intoki ku ntembezwantoki bituma na mwerekana yimukira ahandi hantu kuri mugaragaza.

Taburete (Tablet)

Taburete ni igikoresho nziramugozi gituma ubasha kujya ku mbuga za murandasi, kohereza imeri, kureba amafoto na videwo, gusoma ibitabo, no gukoresha porogaramu zitari nini. Ntukenera imbeba cyangwa mwandikisho kuko ushobora gukoresha porogaramu no kwinjiza amakuru ukoresheje gukandisha intoki kuri mugaragaza.



Simatifoni (Smart Phone)

Simatifoni ni terefoni igendanwa ifite ubushobozi buteye imbere nk'ubwa mudasobwa, nko kubasha kwakira imeri, guhanga no gukosora inyandiko cyangwa kumanura no gukoresha porogaramu zitandukanye.



Musomyi y'amajwi n'amashusho igendanwa (Portable Media Player)

Ni agakoresho gato kagendanwa kabika kandi kakanakina umuziki na videwo. Dosiye z'imiziki cyangwa videwo zishobora kugurwa cyangwa kumanurwa ku mbuga zitandukanye kuri murandasi.



GUCANA- IBISOBANURO

GUCANA MUDASOBWA

Gucana mudasobwa, ubahiriza amabwiriza akurikira.

- **Banza urebe neza** ko umugozi ujyana umuriro muri mudasobwa ucometse.
- **Banza urebe neza** ko mugaragaza icyanye. Birashoboka ko haba hari undi mugenzi ujyana umuriro muri mugaragaza.
- **Kanda** Buto yo gucana ku isanduku ya mudasobwa (System Unit). Ubusanzwe hari agatara k'icyatsi iruhande rwa buto yo gucana gahita kaka kakanerekana ko umuriro uri kwinjira neza.



Mudasobwa ishobora gufata umwanya mbere y'uko yaka neza. icyo gikorwa cyo gutangira ni cyo kitwa butingi (**booting**), ni igihe sisiteme ngengamikorere (operating system) nka Microsoft windows 10 iba iva mu bubiko bwa disiki nkuru ijya mu mu bukiko bw'igihe gito.

Mu kanya gato, haragaragara ifoto imeze nk'iyi ubona iburyo. Kanda buto iyo ari yo yose, kanda ku ntembezantoki, cyangwa ukande ku mbeba kugirango ubashe gutangira. Ifoto yabanje iraza kuvaho maze ubone mugaragaza ituma ubasha kwinjira (Reba ishusho 2), mudasobwa ishobora kugusaba kwinjira izina ry'ukoresha konti n'ijambobanga.



Ishusho 1: Windows 10 Mugaragaza itangira

Kuri mudasobwa zimwe na zimwe nk'iyi igaragara hano, konti y'ukoresha yashyizwemo igaragara ahagana mu nguni yo hasi ibumoso kuri mugaragaza. Niba konti yawe iri ku rutonde, yikandeho kugirango uyihitemo ubone uburenganzira bwo gukoresha mudasobwa. Ku ishusho 2, konti y'ukoreshwa yahiswemo ni "ICDL Workbook"

Ubu andika ijambobanga ryawe maze ukande akambi urangize igikorwa cyo kwinjira. Niba utashyizemo neza konti n'ijambobanga, mudasobwa ntizerekana Windows (**desktop**) (igaragara ku ishusho 3) Baza umwigisha wawe niba utazi izina ry'ukoresha konti n'ijambobanga.

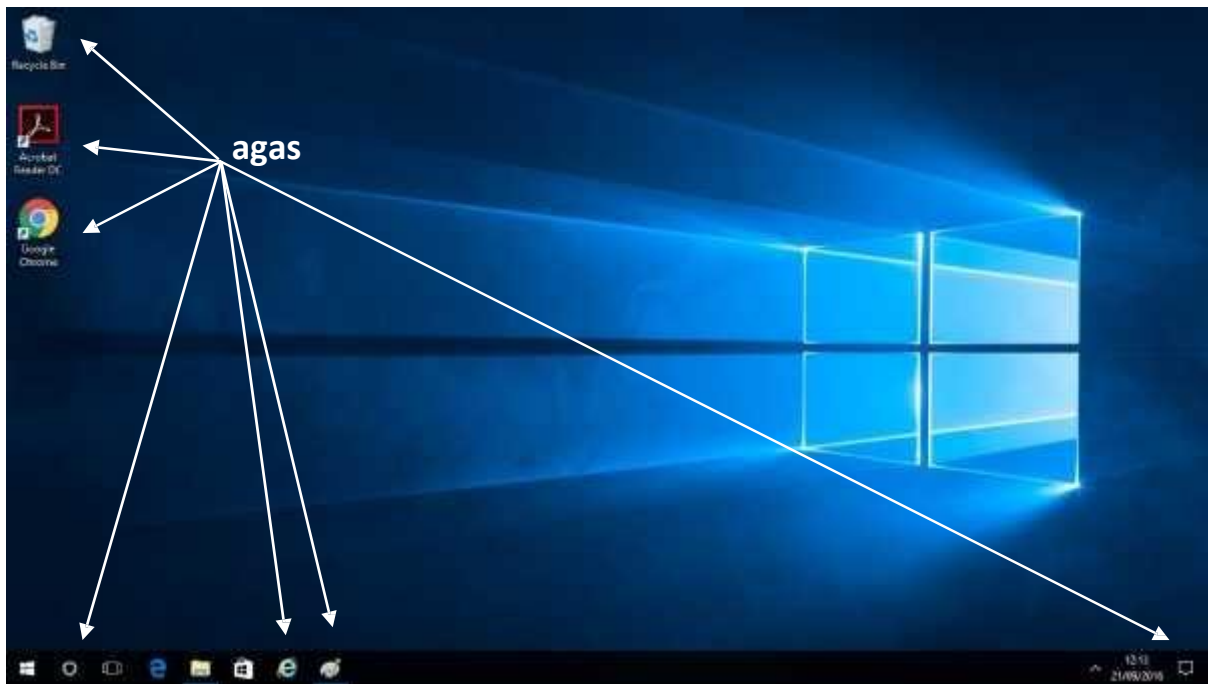


Ishusho 2: Windows 10 Mugaragaza yo kwinjira

Desikitopu (DESKTOP)

Nyuma yo kwinjiza neza izina ry'ukoresha konti n'ijambobanga, hazaba ugutinda kutarambiranye mu gihe mudasobwa iba itegura aho ukorera (igihe winjiye bwa mbere bizatwara igihe kinini ugereranyije n'ubusanzwe , Windows yerekana n'ubutumwa bw'ikaze). Nyuma y'ibyo, uzabona kuri mugaragaza yawe(" Microsoft windows Desktop") nkuko bigaragara ku ishusho 3. Desikitopu (Desktop) ituma ukoresha mudasobwa abasha kuyiha amabwiriza n'amategeko (ni nko kuvugana na yo) akanabona umusaruro uturutse ku byo winjije. Uzabona udufoto duto twitwa udushushondanga (icons).

Zimwe muri utwo dushushondanga ni porogaramu zishobora kuba zakoreshe kubera intego runaka. Menya kandi ko Desikitopu yawe ishobora kwerekana udushushondanga dutandukanye n'utwo ubona ku ishusho/ Mugaragaza iri hano hasi. Ikindi ni uko izindi sisitemu ngengamikorere zigaragaza Desikitopu (Desktop) itandukanye n'iya (MS windows 10).



Ishusho 3: Biro ya Windows 10

KUZIMYA MUDASOBWA- IBISOBANURO

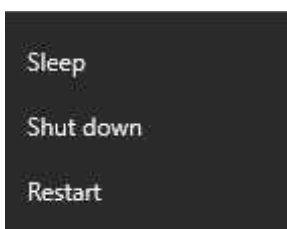
Kuzimya mudasobwa, ubahiriza amabwiriza akurikira.

1. Bika ibyo wakoragaho, ufunge porogaramu zose wafunguye.
2. Erekeza imbeba mu nguni yo hasi ibumoso kuri mugaragaza yawe maze ukande kuri buto ('Windows start button'), nkuko bigaragara ku ishusho 4 iri hasi.
3. Meni yo gutangira 'Start Menu' izagaragara. Kanda kuri buto yo kuzimya(' Power button')



Ishusho 4: Menu y'itangira(Start Menu)ya windows na buto yo kuzimya/gucana (power Button)

4. Menu zungirije zizahita zigaragara ziguhe amahitamo atatu (Nkuko bigaragara hano hasi):



5. kanda kuri (Shut down) kugirango uzimye mudasobwa.

UMUTWE

01

IBY'IBANZE KURI MUDASOBWA IMIKORO

Ibice bigize mudasobwa
Mwandikisho
Intembezwantoki
Imbeba
Ubwoko bwa mudasobwa
Itangiza
Kuzimya Mudasobwa



IBICE BIGIZE MUDASOBWA– IMIKORO

- **Reba kuri** mudasobwa yawe.

Hari ibice bine by'ingenzi bya mudasobwa. Waba uzi ibyo bice ?

Andika izina iruhande rwa buri foto. (Uru rutonde ruragufasha) Nyuma wandike amagambo make ku mumaro wa buri gice

- Isanduku ya mudasobwa (System Unit)
- Mugaragaza
- Imbeba
- Mwandikisho



Iyi Ni:

Ni iki kirimo?

.....
.....



Iyi Ni:

Ikoreshwa iki?

.....



Iyi Ni:

Ikoreshwa iki?

.....



Iyi Ni:

Ikoreshwa iki?

.....

MWANDIKISHO- IMIKORO

– Ca umurongo, **Uhuze** izina rya buto n'ishusho nyayo/bihuje :

Buto yo kwemeza

(Buto Enter)



Buto yo gusiga akanya

(Space bar)



Buto SHIFT



Buto y'inyuguti nkuru

(CAPS LOCK)



Buto yo gusubiza inyuma

(Back space)



Buto zifite imimaro yihatiye

(Buto FUNCTION)



IBYO UKENEYE GUKORA

Nshaka kwandika izina ryange ritangiwe n'inyuguti nkuru.

Nshaka kwandika umutwe w'inyandiko, yange wose mu nyuguti nkuru

Nshaka imwe mu mimaro zihariye iri kuri mwandikisho

Mu gihe ndi kwandika, nshaka gusiga umwanya hagati y'amagambo

Mu gihe nkoze ikosa ndi kwandika, nkaba nshaka gusiba inyuguti ibumoso bw'inyoboranyandiko

Gusiba inyuguti iburyo bw'inyoboranyandiko

Kujya ku wundi murongo mu gihe, ndi kwandika cyangwa guha mudasobwa itegeko ryo gukora umurimo runaka

Wakora iki uramutse ushaka kwandika akanyenyeri * kari hejuru y'umubare 8 kuri mwandikisho ?

.....

.....

BUTO WAKORESHA

Ndakoresha buto

Ndakoresha buto

Ndakoresha imwe muri buto za

Ndakoresha buto

Ndakoresha buto.....

Ndakoresha buto

Ndakoresha buto

INTEMBEZWANTOKI/IMBEBA – ICYO BIKORA

– Ku mafoto y'intembezwantoki n'imbeba biri muni, siga ibara kuri buto isanzwe ikoreshwa igihe ukanze intembezwantoki cyangwa imbeba.



Ushushanyije akarongo, huza ishusho ya mwerekana n'icyo ikora:



Kanda winjiza inyandiko



Tunga



Mudasobwa ihuze



Mwandiko nyobora

Tanga urugero rw'igihe ushobora gukanda buto y'intembezwantoki cyangwa gukanda buto y'imbeba inshuro imwe(gukanda rimwe)

Tanga urugero rw'igihe ushobora gukanda kabiri buto y'intembezwantoki cyangwa buto y'imbeba.

Tanga urugero rw'igihe wakenera gukanda unyereza(click and drag) ukoresheje intembezwantoki cyangwa imbeba.

AMOKO YA MUDASOBWA- IMIKORO

Ni irihe tandukaniro riri hagati ya mudasobwa (DESKTOP) na mudasobwa igendanwa (LAPTOP)?

Ni iyihe mpamvu wumva mudasobwa igendanwa ('Laptop') ari ingirakamaro/ingezi ?

Taburete (Tablet) ni iki ?

Telefoni zigendanwa zereka imeri zikanakoresha porogaramu ntoya zitwa zite ?

Musomyi ya media igendanwa (Portable Media Player) ni iki ?

GUCANA- IBISOBANURO

PC bivuga iki mu magambo arambuye ?

Vuga ibintu bibiri ugomba kubanza kureba/gusuzuma mbere yuko ucana mudasobwa

1:

2:

- **Yicane** noneho.

Iyo mudasobwa yarangije igikorwa cyo kwaka (kubutinga), injira. Urabona mugaragaza yawe iriho udufoto duto (udushushondanga) . Iyo Mugaragaza (Screen) bayita gute ?



KUZIMYA MUDASOBWA- IMIKORO

Ubu ni umwanya wo gufunga utudirishya twose maze ugafunga mudasobwa.

Tondeka inzira zose ugomba kunyuramo kugirango uzimye mudasobwa igendana mu mutekano usesuye.

1:

2:

3:

4:

UMUTWE

02

INTANGIRIRO KURI BIRO/DESIKITOPU IBISOBANURO

Ibikoresho by'ububiko na mediya
Amadosiye n'ububiko
Intangiriro kuri Windows 10
Intangiriro kuri Biro/desikitopu
Amashushondanga n'agatebo k'ibishingwe
Umwanya w'imikoro na buto yatsa
Meni itangira
Imicungire ya windows na Mushakisha
Porogaramu za mudasobwa
Ubwoko bw'amadosiye butandukanye



IBIKORESHO BY'UBUBIKO NA MEDIYA-IBISOBANURO

Hari ibikoresho byinshi na mediya bishobora gukoreshwa mu kubika amakuru kuri mudasobwa bimwe muri byo bisobanuwe hasi:

MUSOMYI YA DISIKI NKURU

Mudasobwa ifite igikoresho cy'ububiko mu isanduku yayo (system Unit) kitwa **Musomyi ya Disiki nkuru** (bukunze kwitwa **hard disk, disk drive**, cyangwa **hard drive**). Amakuru shingiro ari kuri disikete arabikwa n'iyi mudasobwa izimijwe



Musomyi ya disiki nkuru

Disike ifata amakuru shingiro mu buryo bwa gihanga, bwizunguza ku muvuduko wo hejuru ku buryo amakuru abikwa kandi agakururwa byihuse.

Biranashoboka kugira **Musomyi ya disiki ngendanwa** wacomeka ahabigenewe kuri mudasobwa (USB port) nkuko bigaragara ku mashusho.

Disiki nto igendanwa (Fulashi disiki)

Fulashi Disiki (**USB Flash Drives**), izwi nka “**USB Memory Sticks**” cyangwa “**USB Memory Keys**” ishobora kubika amakuru.

Disiki nto igendanwa ni agakoresho gato k'ububiko ucomeka kuri mudasobwa ahabugenewe

kagakora nka disiki igendanwa nini, bitandukanira ku kuba fulashi disiki iba ifite ububiko buto kandi ikora buhoro ugererenyije na disiki nini.

Ziba ari nto bihagije ku buryo ishobora kuyishyira mu mufuka cyangwa ukayishyira ku kantu utwaraho imfunguzo.

Musomyi ya sede (CD) na Mediya

Mudasobwa nyinshi zifite Musomyi ya sede (CD) ishobora gufungura, rimwe na rimwe ikanabika amakuru shingiro hakoreshejwe ubuhanga bwa lazeri (Laser)

Disiki na mediya byagiye bitera imbere, zatangiye ari Disiki zibika amakuru shingiro yasomwaga gusa kuri disiki (**Compact Disk Read-Only-Memory**) cyangwa (**CD-ROM**), ajya ku gikoresho cy'ububiko bunini cyitwa Dividi (**DVD**) cyangwa (**Digital Versatile Disk drives**), icyo gikoresho kiza gifite ubushobozi bwo —“Gusomwa gusa” (**DVD-ROM**), “Kubikwa” (**DVD-R**), nyuma haza iyo “kwandikwaho” (**DVD-R/W**), iyo yanyuma ishobora kugira ubushobozi bwo gusoma amakuru avuye kuri disike, ndetse no kongeraho andi makuru.

USB key with cap off



USB Ports on a computer



CD/DVD/Blu-ray

Ubwoko bw'ikoranabuhanga rigezweho rya Dividi ryitwa "[Blu-ray](#)", ikoreshwa cyane mu kubika amashusho ya filimi agaragara neza cyane kubera ububiko bwayo bunini.

Ku bw'amahirwe Musomyi (drive) nshya zifite ububasha bwisumbuye zishobora gusoma disike za kera. N'ubwo ubwoko bw'ibibikwa n'ububasha butandukanye, n'ingano by'ayo amadisike yose ni imwe, gusa zishobora gutandukanira ku mabara y'ubuso bw'aho amakuru shingiro ajya ku disiki abikwa.

Ama (DVD) akenshi akoreshwa mu gufungura no kubika amafilime akanakoreshwa mu kubika kopi y'ingoboka (ukoresha ubika amakuru mu buryo bwo kwiteganyiriza) ya ma dosiye yawe abitse kuri Musomyi ya disiki.

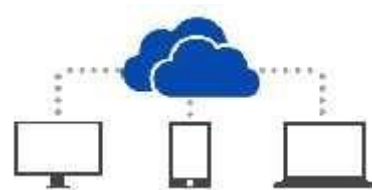
([Cloud Storage](#))

Microsoft n'andi ma kompanyi ya za mudasobwa bitanga serivise z'ububiko bwitwa ([Cloud](#)) [karawudi](#) butuma ubasha kubika amadosiye yawe kuri murandasi (benshi bita mu kirere). Byongeye kandi itanga umwanya wo kubikamo uhagije, serivisi ikwemerera gukoresha dosiye zawe kuri buri gikoresho icya ricyo cyose no gusangiza abandi amadosiye yawe ku buryo bworoshye. ([Windows 10](#)) itanga uburyo bworoshye " bwo gukanda rimwe gusa" ukabasha gukoresha serivisi yo kubika kuri murandasi ('Microsoft Cloud storage') yitwa ([OneDrive](#)).

Kubera ubwiyongere bw'umuvuduko wa murandasi, ububiko bwo kuri karawudi burihuta kandi buri kumenyekana cyane nk'uburyo bwo mu kubika ama dosiye aho gukoresha disiki nini cyangwa nto zigendanwa cyangwa se dividi (DVD).



DVD Drive ifite DVD yicaye aho bayinjiriza



Cloud Storage

DOSIYE N'UBUBIKO - IBISOBANURO

Amakuru shingiro abikwa muri mudasobwa aba atunganije mu buryo bumeze nk'uko amadosiye yo mu biro abikwa. Buri bubiko kuri mudasobwa buba bumeze nk'akabati. Mu biro, amakuru ku kintu runaka ashirwa mu bubiko (muri karaseri) ubundi igashyirwa mu kabati. Amadosiye ahuriye mu kintu kimwe — yose yitwa ukwayo — Ashobora gushyirwa mu **bubiko bumwe**.

Buri bubiko mu kabati bugira izina kugirango byorohe guhita ububona, bikabikwa hakurikijwe urutonde rw'uko inyuguti zikurikirana ku buryo byorohe kumenya aho ububiko runaka buherereye.

Ku bijyanye n'uburyo amadosiye abikwa kuri mudasobwa (**computer file system**), buri gice cy'amakuru — urugero inyandiko cyangwa amafoto — bibikwa ku izina ryihariye mu **bubiko**. icyo "gice cy'amakuru" cyitwa **dosiye cyangwa "file"**. Buri "kabati" cyangwa igikoresho cy'ububiko, birarangwa n'inyuguti "A:" "B:", "C:", "D:" ..., cyakora kuri mudasobwa nyinshi ziki gihe, akarango ka mbere kaba kitwa **Musomyi C (C: drive)**.

Buri gikoresho cy'ububiko kigira ububiko bumwe cyangwa bwinshi buba burimo dosiye imwe cyangwa nyinshi. Ububiko bushobora kugira ubundi bubiko (bwitwa ububiko bwungirije 'subfolders'). Urugero, ububiko bujyanye n'inzu bushobora kugira ububiko bwungirije bujyanye na buri cyumba; igikoni, uruganiriro, ibyumba bararamo, ubwogero; ndetse n'ibyumba bararamo bishobora kugira ububiko bujyanye na buri cyumba. Mu bucuruzi, kubika, gukurura ndetse no kujyanisha n'igihe amakuru ni ngombwa kugirango ugere ku ntego. Mbese ukoresheje mudasobwa yawe, dosiye n'ububiko bitondetse neza ni ngombwa kugirango sisiteme ikore neza, kandi amakuru yawe abikwe mu mutekano.

Sisiteme ngenamikorere ya windows 10 igufasha kubaka ububiko bwawe iguhangira ububiko bw'ubanze (usanga muri mudasobwa). Uzazibona zitondetse nk'uko bigaragara ku gishushanyo 6. Bigizwe n'ububiko bwa **biro (Desktop)**, **inyandiko (Document)**, **umuziki (Music)**, **amafoto (Pictures)** n'**amavidewo (Videos)**. Nubwo utakoresha bumwe muri ubwo bubiko, sisiteme ya Windows ntabwo ikwemerera kuba wabusiba.



Rimwe na rimwe porogaramu ishaka kubika cyangwa gukoresha amakuru shingiro ihitamo imwe muri ubwo bubiko ibyibwirije. Urugero ni igihe uri kugerageza kubika ifoto, porogaramu ishobora guhitamo ububiko bw'amafoto (Pictures) nk'ububiko bwo kuyibikamo. Ubusanzwe gukoresha mudasobwa ni ukurema, kubika, gukurura ndetse no kuvugurura amadosiye. Muri make ni ibijyanye n'amicungire y'amadosiye. Muri windows 10, igikoresho k'ibanze mu gucunga amadosiye n'ububiko bwayo ni mushakisha (File Explorer).

INTANGIRIRO KURI WINDOWS 10 - IBISOBANURO

Imigararagarire ya Microsoft Windows 10 rigendera ku ifatiro ry'ibitwa **WIMP** — **W**indows(utudirishya), **I**cons (udushushondanga), **M**enus (meni), and (**P**ointing devices) (ibikoresho nyerekana nk'imbeba, intembezwantoki n'intoki). Iki gice k'igitabo k'imyitozo gisobanura ibintu by'igenzi bigize Imigararagarire ya Windows 10.

- **Biro** n'**Amashushondanga**,
- **Umwanya w'imikoro** na **menu itangira**,
- N'ikoreshwa ry' **imbeba** mu gufunga no gufungura **utudirishya**, ndetse no gufungura amaporogaramu.

Windows 10 ifite imiterere ikoresheya ku bikoresho nyamibare byinshi harimo mudasobwa zo mu biro na mudasobwa ngendanwa ndetse n'amatabulete ya Microsoft na simatifoni. Bityo rero bituma hariho inzira nyinshi zo gutanga umusaruro umwe. icyakora muri iki gitabo k'imyitozo turibanda cyane ku buryo bworoshye bwo gukoresha Mudasobwa ya Biro cyangwa Mudasobwa ngendanwa

INTANGIRIRO KU MASHUSHONDANGA YO KURI BIRO - IBISOBANURO

Agashushondanga ni agafoto gato kerekana ikintu runaka. Muri Windows 10 kagaragaza ibintu ushobora gukoresha cyangwa kugeraho nka dosiye, ububiko cyangwa porogaramu. Agashushondanga kazaba gafite ifoto cyangwa izina rijyanye n'icyo agashushondanga gahagarariye/gakora. Ikindi iyo ufatiye imbeba hejuru y'agashushondanga, izina ryako rigaragaza ku buryo budasanzwe.

Kamwe mu dushushondanga kitwa **agatebo k'ibishingwe (Recycle Bin)** buri gihe kagaragara kuri biro ya Windows 10. Nk'uko muzabyiga, birashoboka 'kubadika' andi mashushondanga ushaka kuri Biro uko uzagenda umenya izindi porogaramu kugirango ubashe kuzigeraho byihuse.



Nanone, igihe winjiza porogaramu nshya muri mudasobwa ugira amahitamo yo kongera agashusho ndanga kuri Biro.


Agatebo k'ibishingwe kameze nk'agatebo k'imyanda ko mu rugo. Idosiye yose usibye muri mudasobwa yawe ni ho ibikwa by'agateganyo. Iyo uyisibye wibeshye cyangwa se wisubiyeho ushobora kubigarura. Iyo wizeye neza ko utakiyikeneye ushobora gusiba iyo dosiye burundu usiba ibiri mu agatebo k'imyanda.

UMWANYA W'IMIKORO NA BUTO ITANGIRA – IBISOBANURO

Umwanya w'imikoro 'taskbar' ni umurongo urambuye hasi ya ekara (Screen) nkuko bigaragara



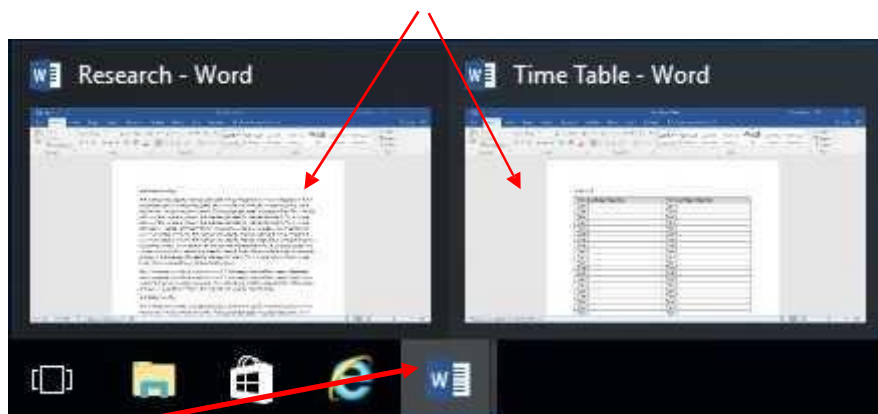
urebeye ku ruhande rw'ibumoso bw'umwanya w'imikoro urahabona **buto yo gucana (Start button)** n'amahinanzira menshi ya porogaramu zikwemerera gutangira porogaramu ukanze rimwe.

Urabona ko udushushondanga tw'umuhondo n'ubururu  (Mushakisha) dufite ubururu bwerurutse duciyeho n'umurongo muni. Uyu murongo ugaragaza ko porogaramu iri gukoreshwa naho andi mashoshundanga atagira umurongo hasi bigaragaza ko porogaramu zitari gukoreshwa.

Iyo uhamagaje porogaramu itamaditse ku mwanya w'imikoro (tuvuge ukanze kabiri ku gashushondanga kari kuri biro), agashushondanga kazagaragara by'agateganyo iruhande rw'agashushondanga kari ku mwanya wa nyuma ibiri k'**umwanya w'imikoro** kubera ko porogaramu iri gukora agashushondanga kazaba gacyeho akarongo muni. Iyo ufunze iyo porogaramu, agashushondanga gahita kava ku mwanya w'imikoro. Porogaramu irimo gukora akenshi tuyifata nk'umukoro (**task**) wa mudasobwa. Umwanya w'imikoro ntabwo ari uwo gutangiza umukoro unyuze ku gashushondanga gusa, ahubwo unakwereka porogaramu ziri kugukorera akazi/imikoro.

Akenshi ushobora kugira dosiye irenze imwe zafunguriwe muri porogaramu imwe. Kuri mugaragazi ikurikira, inyandiko ebyiri zifunguye muri Microsoft word.

Udushusho



Unyeganyeye intembewantoki cyangwa mwereka y'imbeba hejuru y'agashushondanga ka Word ku mwanya w'imikoro ubona udushusho twa buri dosiye ifunguye, wongeye kunyeganyeza mwerekanambeba kuri ako gashusho ihita igaragaza dosiye yose yuzuye kuri ekara (screen).

Buto yo gucana (Windows)(agashushondanga Windows). Buto yo gucana iba mu nguni yo hasi ibimoso bwa ekara (screen). Iyo ukanze Buto yo gucana (**Start**) ihita ifungura **Menu yo gucana** nkuko bigaragara ku gishushanyo 5.



Agashushondanga k'ishakiro (**Search icon**)



Iyo ugakanzeho hafunguka umwanya w'ishakiro ukwemerera kwandika ijamba rimwe cyangwa menshi (byitwa ishakisha ngenderwaho). Sisiteme ishakisha ku bintu byose bijyanye n'ishakisha ngenderwaho. Ubu ni uburyo bumwe ushobora gukoresha ngo ubone porogaramu wifuzwa.

Agashushonganga kerekana imikoro (**Task View**)



Iyo ukanze kuri aka gashushondanga, amafoto ya porogaramu zose ziri gukora aragararagaza. Ushobora guhitamo imwe muri izo porogaramu ukanda ku gashushondanga k'iyi ushaka. Ibi bituma ushobora guhinduranya hagati yibikorwa uri gukora igihe ufite imikoro myinshi.

Mushakishambuga (Browser)- Edge/Internet Explorer



Mushakishambuga ni porogaramu igufasha gushakisha kuri interneti cyangwa ku rubuga mpuzamahanga rwa murandasi. Windows 10 itanga mushakishambuga —Mushakishambuga (**Edge**) (agashushandanga kari ibumoso), na **Mushakisha**

([Internet Explorer](#)) igaragara iburyo. Muri iki gitabo k'imyitozo turakoresha "[Google Chrome](#)". Nubwo agashushondanga ka "[Google Chrome](#)" gashobora kuba katagaragara ku mwanya w'imikoro, tuzakwereka uburyo wakamadika ku mwanya w'imikoro mu gihe tuzaba twiga ibyerekeranye na murandasi muri iki gitabo k'imyitozo.

Mushakisha

Akarango ka [Mushakisha \(File explorer\)](#) gafungura amadirishya ahantu ushobora kubona umwanya w'ububiko n'ibikoresho by'ingenzi bicometse kuri mudasobwa. ibi biguha uburyo bwihuse kandi bworoshye kureba no gushyira ku murongo dosiye zawe. Agashushondanga ubwako ni ikimenyetso cy'ububiko bw'amadosiye ya 'manila' iboneka mu bubiko bw'imbonerahamwe shyinguranyandiko cyangwa ububiko bwa Diskete (Floppy disk),ubu ntigikoreshwa.



[Isoko rya Microsoft \(Microsoft Store\)](#)-Agakapu ko guhahiramo (shopping bag)

Iyo ukanze kuri aka gashushondanga, kakugeza ku [isoko rya\(Microsoft\)](#) riba kuri Murandasi. Hano ushobora gushakisha, ugahitamo ndetse ukunamanura amaporogaramu(apps)— inyinshi muri zo ni ubuntu.



Udushushondanga twa sisitemu (System icons)

Urebye ku mpera z'umwanya w'imikoro urahabona [uturangashusho twa sisitemu \(system icons\)](#) dusobanuye hano hasi. Uyu mwanya w'imikoro ukunze kwitwa ahaba ibikoresho bya sisitemu ([system tray](#)).

Kwerekana udushushanyo duhishe

Akenshi umwanya w'imikoro werekana umwanya wo kwinjira muri sisitemu uba uriho udushushondanga twinshi itabasha kwerekana twose, bityo ututabashije kuhakwira tukaba duhishwe. Iyo ukanze kuri aka gashushondanga kari iburyo , idirishya rito rihita rigaragaza udushushondanga twari duhishwe.



Urusobempuzamiyoboro (Network Internet Access)

Iyo ukanze kuri ako gashushondanga hafunguka idirishya rigaragaza niba mudasobwa yawe yahujwe na interineti cyangwa itariho, kandi ikagaragaza ihuriro ry'igenamiterere ry'urusobe mpuzamiyoboro uri gukoresha.



Indangururamajwi (Speakers)

Gukanda kuri aka gashushondanga bifungura akadirishya gatuma ubasha kongera ijwi ry'indangururamajwi cyangwa se "gucecekesha" burundu.



Aho ubonera ibikorwa n'imenyesha makuru

Iyo ukanze kuri iyi ndangamashusho idirishya rifunguka ryitwa "[Action centre](#)". Hano igikorwa cyose sisiteme yakoze, nko kwinjizamo porogaramu nshya, kizagaragazwa.



Mwandikisho ikorwaho

Aka gashushondanga kagira akamaro iyo ufite taci (**touch screen**) isanzwe igaragara kuri simatifoni cyangwa kuri Taburete.



Iyo ugakanzeho (niyo waba udafite taci -touch screen-) mwandikisho ntoya irafunguka kuri mugaragaza yawe.

Iyo uri gukoresha porogaramu nka Musesenguranyandiko (word processor), ukoresheje imbeba (aho gukoresha intoki zawe) ushobora gukanda ku nyuguti zigaragara kugirango winjizemo ijamba, aho kugirango wandike ukoresheje mwandikisho isanzwe. Iyo ukanze kuri "X" mu nguni yo hejuru iburyo bwa mwandikisho, ihita ibura.



Indangaminsi n'isaha

8:41 PM
11/09/2016

Aka gashushondanga kagaragaza itariki y'uwo munsu n'igihe. Iyo ugakanzeho indangaminsi y'ukwezi ugezemo ihita igaragara. Ushobora kujyana imbere cyangwa inyuma kugirango urebe ukwezi kwashize cyangwa kuzaza.

Garagaza Biro (Funga porogaramu zose)

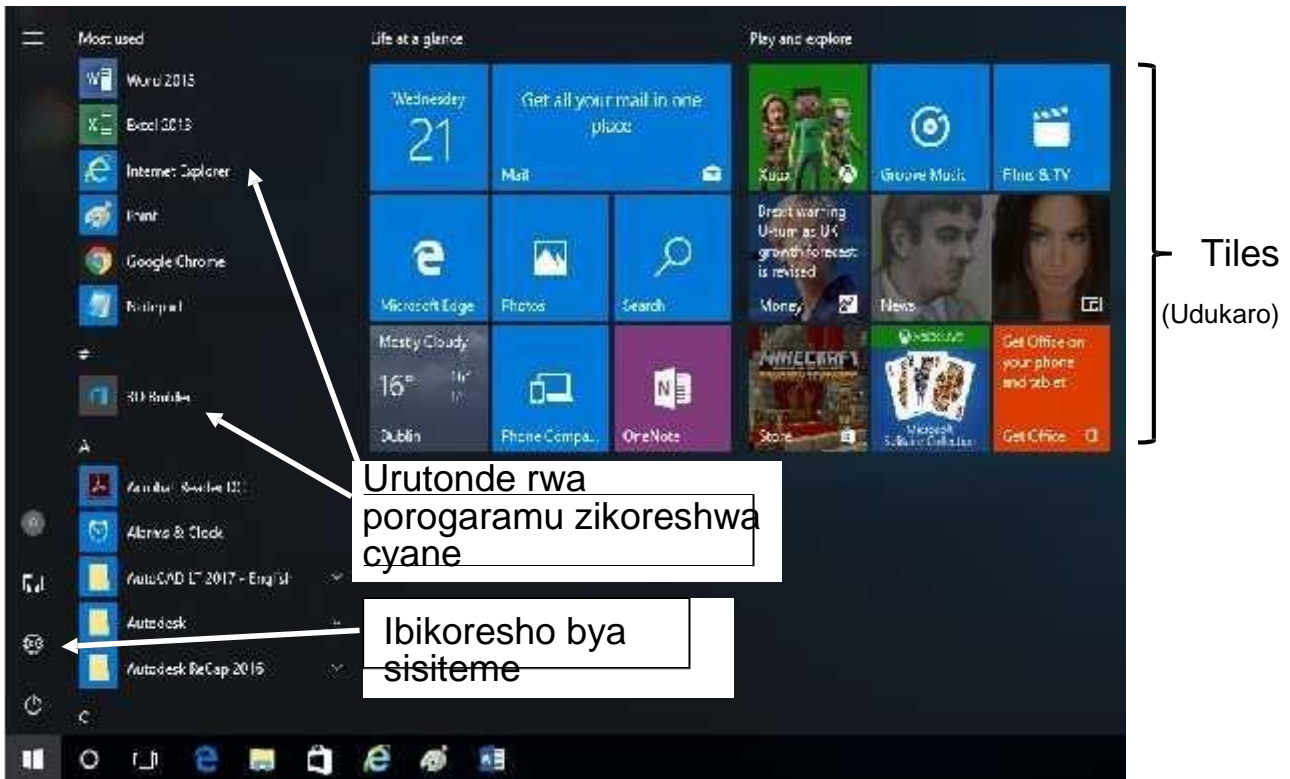


Aka karongo gahagaze kandi kanaanutse akenshi kaba gahishe ahagana mu nguni yo hasi y'iburyo bw'umwanya w'imikoro.

Iyo uyikanzeho porogaramu zari zifunguye zihita zihisha hasi ku buryo usigara ureba Biro yawe. Izi mpinduka "zigaragaza biro neza" ku buryo agashushondanga uri gushaka ushobora guhita ukabona.

MENI ITANGIRA - IBISOBANURO

Iyo ukanze kuri buto itangira ya Windows, Meni itangira ya Windows ihita igaragara nkuko bigaragara ku ishusho 5 ikurikira.



Ishusho 5: Meni itangira ya Windows 10

Meni itangira iguha uburyo bwinshi bwo gutangira porogaramu, cyangwa gukora ibikorwa rusange muri sisitemu. Meni igabanijemo ibice bitatu. Mu mwanya wo hejuru ibumoso, hari urutonde rw'amashushondanga ya porogaramu ukunze gukoresha cyane. Uru rutonde rugenda ruhinduka bitewe na porogaramu wakoresheje cyane. Iyo ukanze rimwe kuri tumwe muri utwo dushushondanga, porogaramu ishamikiyeho irafunguka ukaba watangira kuyikoresha

Hepfo mu gice k'ibumoso meni y'itangira igaragaza amwe mu **mashushondanga** ya sisiteme, abiri muri yo twavuze hejuru — **Mushakisha n' aho gucanira (Power)**.

Kugirango ubone porogaramu kanda buto y'itangira ya Windows ubundi urebe ku rutonde rwa porogaramu kugeza igihe ubonye iyo wifuza, ubundi uyikande kugirango itangire gukora.

Ibi bigaragara nko kunyura inzira ndende iyo wifuza porogaramu itangizwa n'inyuguti za nyuma ku rutonde, ariko ukanze ku nyuguti nkuru ku rutonde, porogaramu zose zitangizwa n'iyonyuguti zizahita zigaragaza. ushobora gukanda ku nyuguti kugira bikubangukire kujya ku gice runaka wifuza.

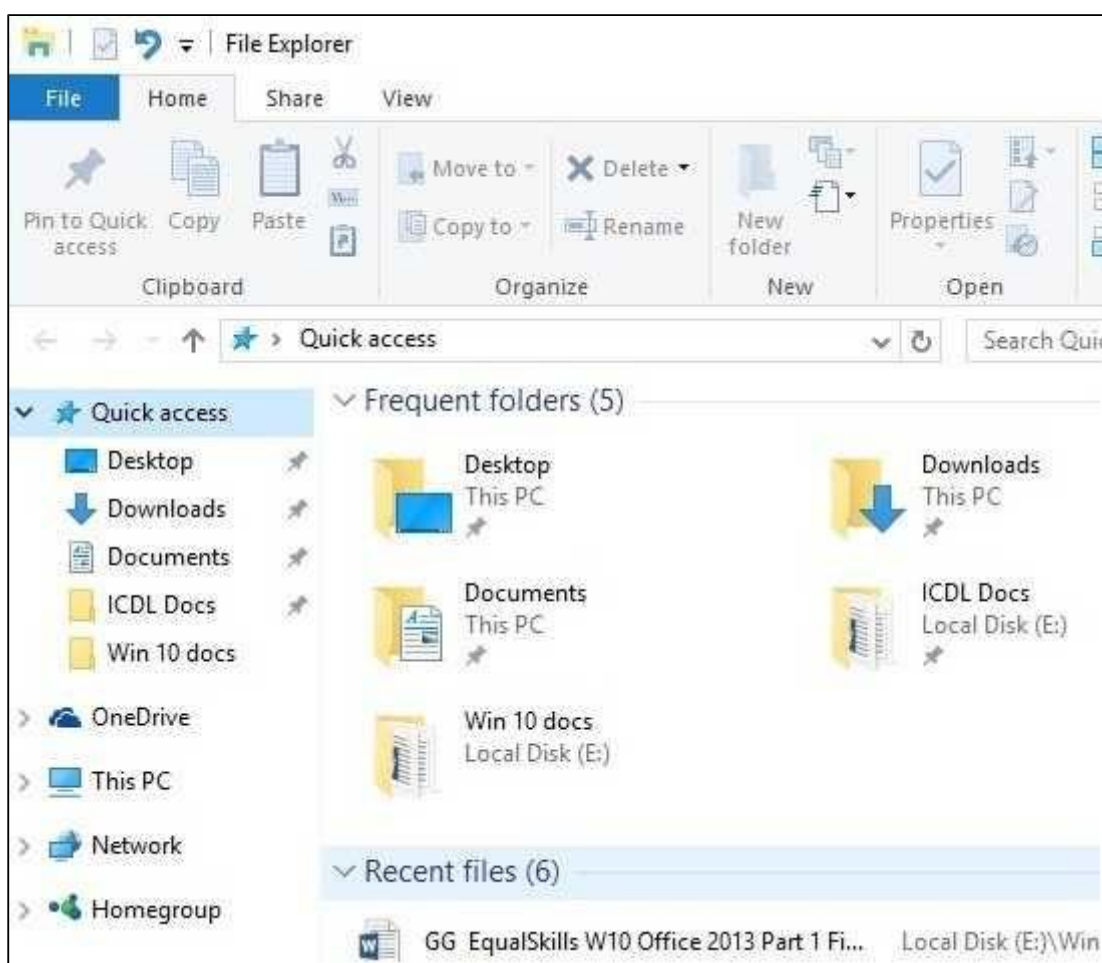
Mu gice cya gatatu kuri **Meni Itangira** — hakurya mu ruhande rw'iburyo— hari udushushondanga tw'amabara menshi manini ya mpandenye cyangwa urukiramende. Kubera ishusho dufite n'uburyo twahujwe n'utundi dushushondanga, batwita amakaro (**tiles**). Iyo ufunguye **Meni itangira**, urabona ko utwo dukaro duhindura ishusho buri kanya. Utwo dukaro tuzwi ku izina rya “live tiles” bisobanuye ko duhora twivugurura. Nkuko bisanzwe ku yandi mashushondanga usanga ku mwanya w'imikoro na meni itangira, gukanda rimwe utwo dukaro bitangiza imikoro yatwo. Bidatinze, uraza kwiga uburyo bwo kongera cyangwa gukuraho udukaro kuri meni cyangwa se guhindura ibiyiranga ndetse no kuzimura.

Nyuma, **Meni Itangira** iguha uburyo bumwe cyangwa bwinshi bwo kubona ndetse no gutangira porogaramu. Iyo meni itangira ifunguye, ushobora gutangira kwandika izina rya porogaramu, urugero, ("Microsoft Word"). Ucyandika inyuguti ya mbere, sisiteme igaragaza urutonde rw'ibintu byose bitangizwa n'inyuguti “M”. Uko wandika inyuguti nyinshi , urutonde rurahinduka kugirango ruhuze n'ibyo wandika. Mu by'ukuri igikorwa cy'**ishakisha** kigaragara k'umwanya w'imikoro kiba kitangije ako kanya. (ntibigutangaze igihe wanditse ikintu runaka mu buryo butunguranye ukabona mugaragaza ihise yuzuraho amakuru) Iyo porogaramu washakaga igaragara uyikakandaho rimwe igahita ifunguka.

IMICUNGIRE YA WINDOWS MUSHAKISHA-IBISOBANURO



Uburyo bworoshye kandi bwihuse bwo kugaragaza no gutondeka amadosiye ni ugukanda ku gashushondanga k'umuhondo (**File Explorer**) ari yo twise **Mushakisha** iri ku mwanya w'imikoro cyangwa meni itangira. Haraza gufunguka akadirishya (ishusho 6 iri hasi) kagaragaza amadosiye n'ububiko buri gukoreshwa, Bigenye mu bice bitatu: Inzira y'ubusamo (Quick Access), ububiko bukoreshwa cyane (Frequent folders) , dosiye za vuba (Recent files) n'ihuza ku bice bine by'ingenzi "**OneDrive**", "**This PC**", "**Network**",na "**Homegroup**".



Ishusho 6: Igeno ry'ihuse rya mugaragazi kuri Window (File Explorer Quick Access Window)

nkuko izina ribigaragaza urutonde ruri muni y'inzira y'ubusamo (**Quick access**), rutuma ubasha gufungura ububiko bw'amadosiye ukanze rimwe cyangwa ugakanda kabiri ku gashushondanga wahisemo kari iburyo bw'urutonde rw'ububiko (ahanditse "Frequent folders"). Ushobora kugenzura ububiko bw'inyandiko bugaragara ku nzira y'ubusamo (quick Access) ugahitamo kumadikaho cyangwa ugakuraho ububiko bitewe n'ibyo wifuza. Ku ifoto iri haruguru, hari ububiko bune bw'amadosiye bumaditseho. Ibi byerekanwa

n'akamenyetso ko kumadika (✳). Ubundi bubiko bw'inyandiko bushobora kugaragara kubera ko buheruka gukoreshwa vuba.

Iyo uhisemo [gusiba](#) urutonde rw'amadosiye ukunze gukoresha, amadosiye atamaditse ahita ava ku rutonde ariko amadosiye amaditseho akahaguma.

[Kumadika \(pinning\)](#) no komora ([unpinning](#)) biraza kugaruka birambuye muri iki gitabo k'myitozo

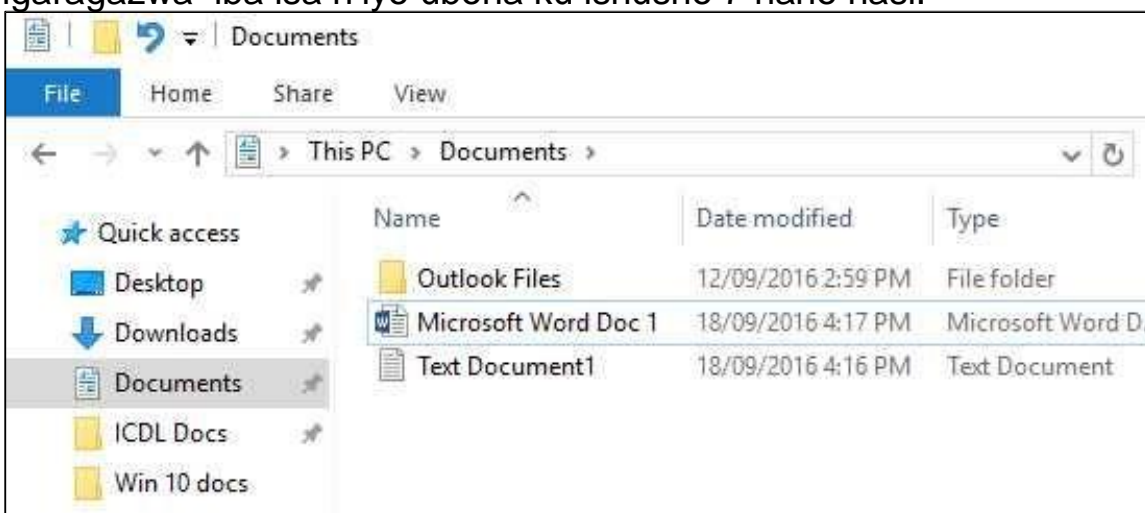
Udushushondanga tune dufite imimaro yihariye:

- [“OneDrive”](#) ituma ubasha gukoresha ububiko bwawe bwo kuri karawudi bwa(Microsoft Cloud).
- [“This PC”](#) iyi mudasobwa ifungura idirishya rigaraza ububiko bwose bw'igikoresho,ububiko bw'amadosiye, n'amadosiye ari muri system,
- [“Network”](#) igaragaza amakuru yose yerekeranye n'ibikoresho cyangwa izindi mudasobwa byahujwe na mudasobwa yawe
- Agashushondanga ka [“Homegroup”](#) kagaragaza abakoresha/abinjiye mu mpuzamiyoboro ya mudasobwa

Nkuko iri somo ritavuga ku bijyanye n'impuzamiyoboro ([“Network”](#)), turibanda ku bijyanye no gukoresha igice cya [“This PC”](#) ,mu buryo bwo gucunga dosiye n'ububiko bw'amadosiye.

Hanyuma, mu gice k'iburyo cyo hasi ([Recent files](#)), hari urutonde rwa dosiye uheruka gukoresha. Iyo [Ukanze kabiri](#) ku izina rya dosiye iryo ariryo ryose porogaramu igendanye na dosiye uhisemo irafunguka ukaba wabasha kureba ibiyigize.

Iyo ukanze ku bubiko bwitwa [“Documents”](#), urutonde rw'inyandiko igaragazwa iba isa n'iyubona ku ishusho 7 hano hasi.



Ishusho 7: Ububiko bwo kuri [“This PC/Documents”](#)

Nkuko ubibona ububiko bwitwa [“Documents”](#) na none bubika [“Outlook Files”](#) mu by'ukuri ububiko bushobora kubika ubwoko butandukanye bwa dosiye na

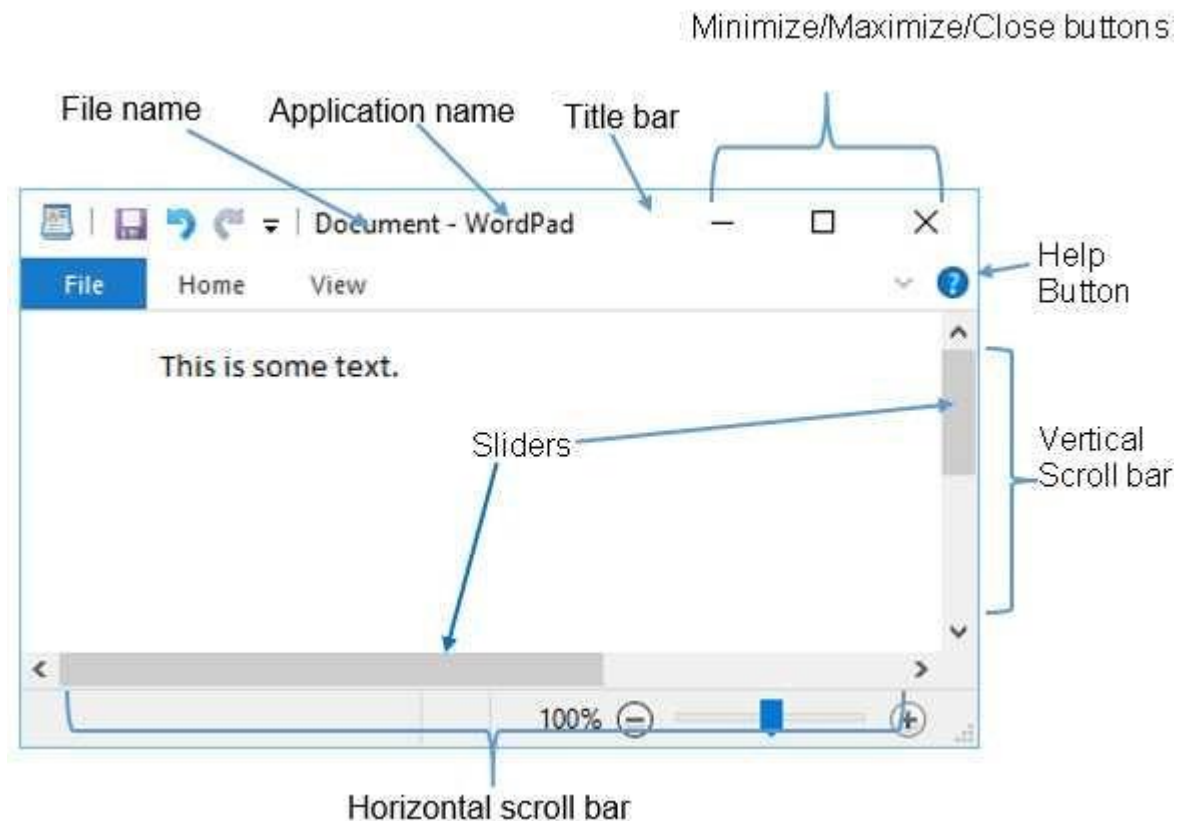
dosiye zungirije bitewe nuko ubishaka. Izina ry'ububiko (kuri uru rugero ni "Documents") ntibukubuzza kubikamo ubwoko bwa dosiye cyangwa amakuru runaka. Kubika amadosiye ukanayita amazina azatuma wongera kuyabona ku buryo bukoroheye, biterwa nawe ukoresha mudasobwa,.

Kugirango ufungure dosiye ku rutonde, [uyikandaho kabiri](#) gusa.

WINDOWS – IBISOBANURO

Iyo ukanze kabiri ku gashushondanga ka porogaramu, iyo porogaramu ishamikiyeho itangira gufunguka maze akadirishya kayo kakagaragara.

Ishusho ya 8 iri hano hasi, iragaragaza akadirishya ka musesengura nyandiko yitwa ([WordPad](#)).




Ishusho 8: Akadirishya k'ibanze ka "WordPad" n'ibikagize.


Umwanya utambitse hejuru witwa [Umwanya wo hejuru/w'umutwe \(Title bar\)](#). Ugaragaza izina rya dosiye, izina rya porogaramu, na buto eshatu zo kugenzura idirishya, wongeyeho andi mashushondanga agaragara mu ma porogaramu.


[Umwanya wo hejuru](#) unakoreshwa mu kwimura akadirishya kuri mugaragaza. Kwimura akadirishya, kanda unyereza (click and drag) uganisha ku mwanya wo hejuru (titlebar) aho ushaka kwimurira akadirishya.


Utu buto duta turi ku ruhanda rw'iburyo bw'umwanya wo hejuru (titlebar) [Kwagura/maximize](#), [Gutubya \(Restore Down\)](#), and [gufunga \(close\)](#) gusohoka.


Munsi y’umwanya wo hejuru (titlebar) ku ruhande rw’iburyo hari buto y’ubufasha /Help (). Iyo ukanze kuri iyi buto, ushobora kubona amakuru y’ubufasha ajyanye n’uko wakoresha iyo porogaramu

IMICUNGIRE Y'AMADIRISHYA UKORESHEJE (MIN) (MAX) (CLOSE)

– **Kanda** rimwe kuri buto yo kugabanya idirishya (Minimize). Ibi  bikura akadirishya kuri biro igasigara igaragaza agashushondanga gusa ku mwanya w'imikoro hasi kuri mugaragaza ifite [akarongo k'ubururu bwera](#) hasi yayo. Ugomba gukanda ku gashushondanga ka porogaramu kugirango yongere igaragare kuri biro nk'uko yari imeze mbere.

– **Kanda** rimwe kuri buto yo kwagure idirishya (Maximize)  ryuzure kuri mugaragaza. iyi buto ihindura uburyo igaragara ku murongo ukurikira, igahinduka buto yo gusubiza ku ngano yari ifite mbere (Restore Down)

– **Kanda** rimwe kuri buto ya “Restore Down” niba idirishya ryari [ryujujwe kuri mugaragaza](#) yose, rigaruka uko ingano yaryo yari imeze.  Iyi buto isubirana agashushondanga kayo ko gutubya (Minimize).

– **kanda** rimwe kuri buto yo gufunga (Close) cyangwa (eXit) ufunge akadirishya 

GUTEMBEREZA

Iyo hari amakuru menshi muri dosiye, ushobora kutabasha kuyareba yose icyarimwe, kabone n’iyo akadirishya kaba gafunguye kuzuye mugaragaza yose.

Reba ku kadirishya ka “wordPad” ku ishusho 8 iri haruguru. Mu mukono w’iburyo hari umurongo mugari uhagaritse witwa [akarongo ntemberezi gahagaritse](#) (Vertical scrollbar) utuma ushobora kuva (gutembereza) cyangwa kujya hejuru cyangwa hasi kugira ngo urebe imirongo yose ikubiye muri dosiye.

Ahagana hepfo ku ishusho ya 8 hari [akarongo ntemberezi gatambitse/](#) (Horizontal scrollbar) gatuma ushobora gutembereza ujyana ibumuso n’iburyo kugirango urebe amakuru yose ari ku murongo urunze ubutambike bw’akadirishya.

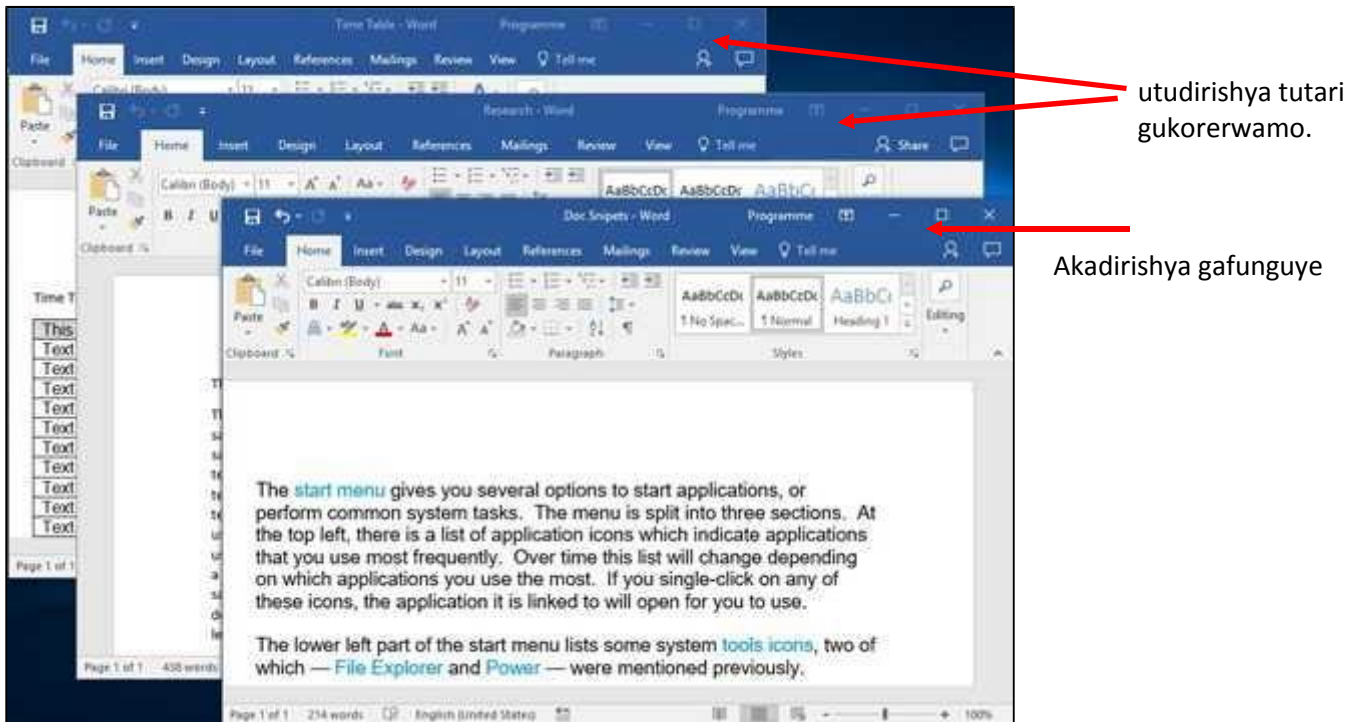
Hari utwambi kuri buri mpera y’umwanya ntemberezi (^ hejuru, v hasi, < Ibumoso, > Iburyo). Ushobora gukanda ku mwambi runaka ugatembereza umurongo/inyuguti imwe uganisha aho akambi kareba.


Ushobora kwimura wihuse uva hejuru ujya hasi (cyangwa uva ibumoso ujya iburyo) iyo **ukanze ukanyereza** agatemberezo k'ikijuju (grey slider) kari hagati y'utwambi.

GUKORESHA POROGARAMU NYINSHI — (MULTI-TASKING)

Nubwo ushobora kugira porogaramu nyinshi zifunguye cyangwa se amadosiye afunguye icyarimwe, ukoresha akadirishya KAMWE ntiwadukoreraho icyarimwe. Akadirishya gafunguye (akadirishya uri gukoreramo) kaba akenshi kari hejuru y'utundi tudirishya. Gusa ni ibisanzwe gukoresha porogaramu nyinshi icyarimwe, ugahinduranya utudirishya uko umurimo wawe ubisaba.

Umwanya wo hejuru w'akadirishya katari gukoreshwa uba ufite ibara ry'ikijuju



Ushobora guhinduranya hagati y'amadirishya afunguye uko ubishaka, bigusaba gusa gukanda ku gace ako ari ko kose k'utudirishya tutari gukorerwamo wifuza gukoresha. Gusa birashoboka ko **utudirishya tutari gukorerwamo** usanga twakingirijwe n'utundi tudirishya. Kugirango ukoreshe ako kadirishya, ukanda ku gashushondanga k'Igagarazamikoro (Task view)  kari ku mwanya w'imikoro maze ukabona porogaramu zose zifunguye.

POROGARAMU – IBISOBANURO

Porogaramu ni ipaki ya dosiye zikoranye ubuhanga zashyizwe hamwe kugirango igufashe gukora imirimo runaka kuri mudasobwa, nko kwandika amabaruwa, gucunga ingengo y'imari yo mu rugo, gutunganya ibisobanuro bijyanye n'ubunyamuryango bw'amashyirahamwe, cyangwa gutegura iyerekana ryakoreshwa mu mbwirwaruhame.

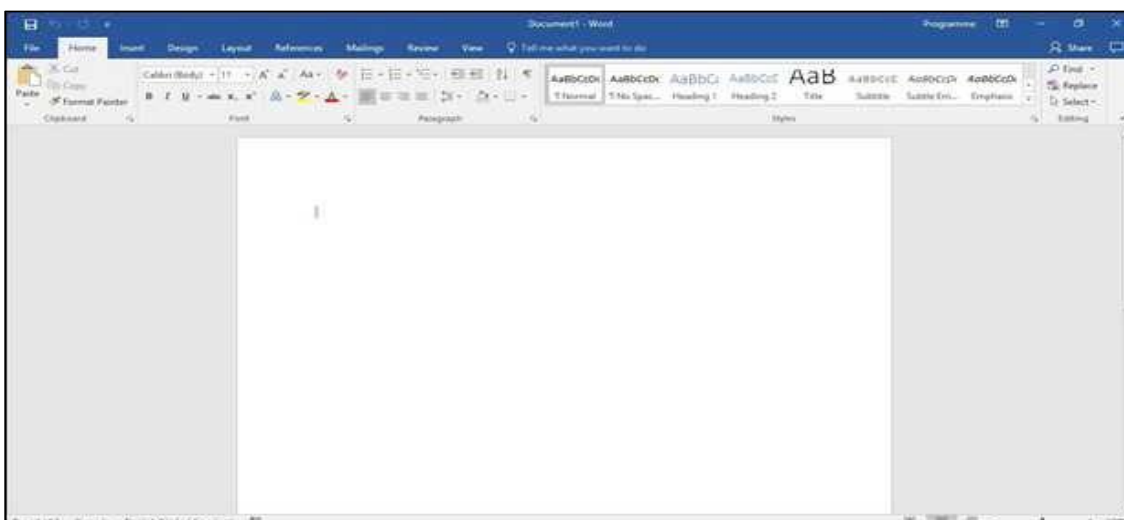
[Microsoft Office 365](#) ni serivisi y'ifatabuguzi kuri interineta itanga ipaki ya porogaramu za "Office". Zirimo "[Office 2016](#)", igizwe n'itsinda ry'amaporogaramu nka , Musesengura nyandiko ([Word 2016](#)), Imbaramibare ([Excel 2016](#)), Ububiko shingiro ([Access 2016](#)) n' iyerekana yo mu mbwirwaruhame ([PowerPoint 2016](#)).

Ushobora kwinjiza imwe muri izi porogaramu muri mudasobwa uyikuye ku rubuga rwa "[Microsoft Office 365](#)" cyangwa ugahitamo kuzikoreshereza kuri murandasi, aho zituruka ku rubuga rwa ([Microsoft Office 365](#)).

Iyo uhisemo gukoreshereza porogaramu kuri interineta bigusaba kuba ufite murandasi igihe uri gukoresha izi porogaramu. Dosiye yose ukoze ibikwa ako kanya kuri murandasi. Iyo ufite porogaramu zinjijwe muri mudasobwa yawe uba ushobora kuyikoresha nta interineta ufite. icyo gihe dosiye yose ukoze ibikwa kuri mudasobwa yawe.

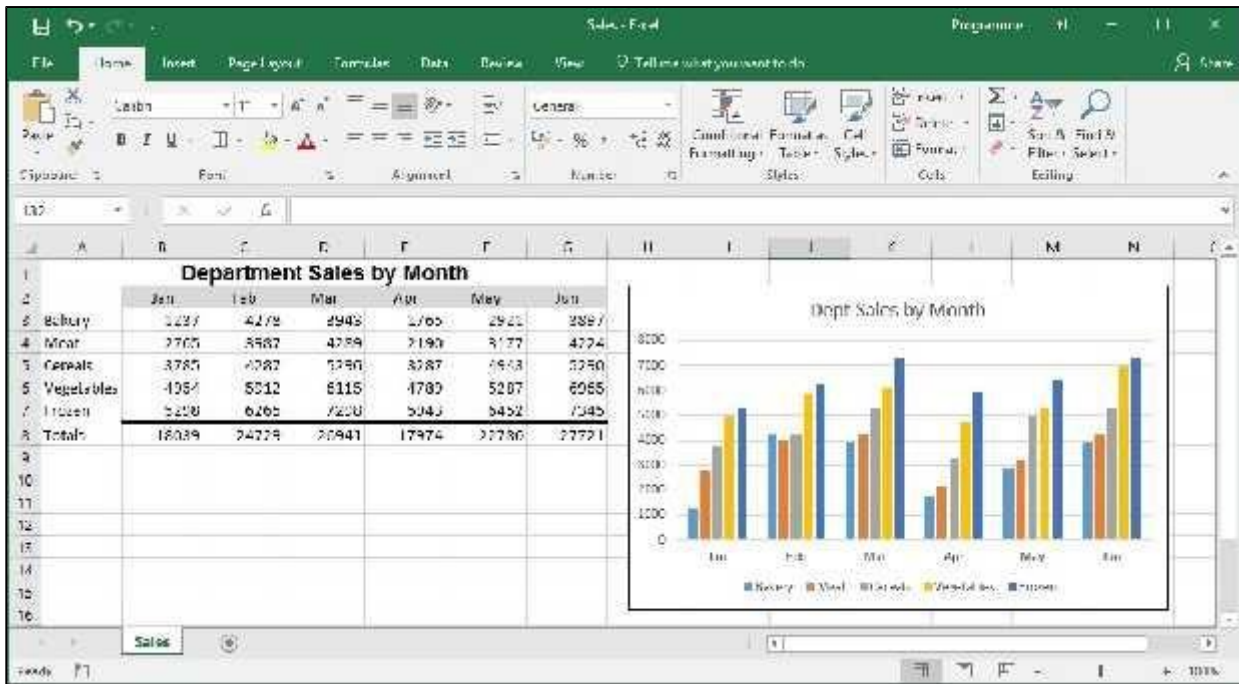
ISESENGURA NYANDIKO

Porogaramu ya "Microsoft Word" ituma ushobora guhanga dosiye no gushyiraho imiterere y'ijambo, amafoto, ibishushanyo, n'imbonerahamwe. Kandi inafite uburyo bwifashishwa bwo kunononsora imyandikire n'ikibonezamvugo.



IMBARAMIBARE

Porogaramu y'imbaramibare "Microsoft Excel" ni porogaramu y'ikoreshamibare ishobora kugufasha mu gutunganya no kugena imali ukoresheje za forumire na fongisiyo mu gukora imibare itandukanye. Amakuru shingiro muri "Microsoft Excel" agaragara mu mbonerahamwe igizwe n'imirongompagazi n'imirongo ntambike.

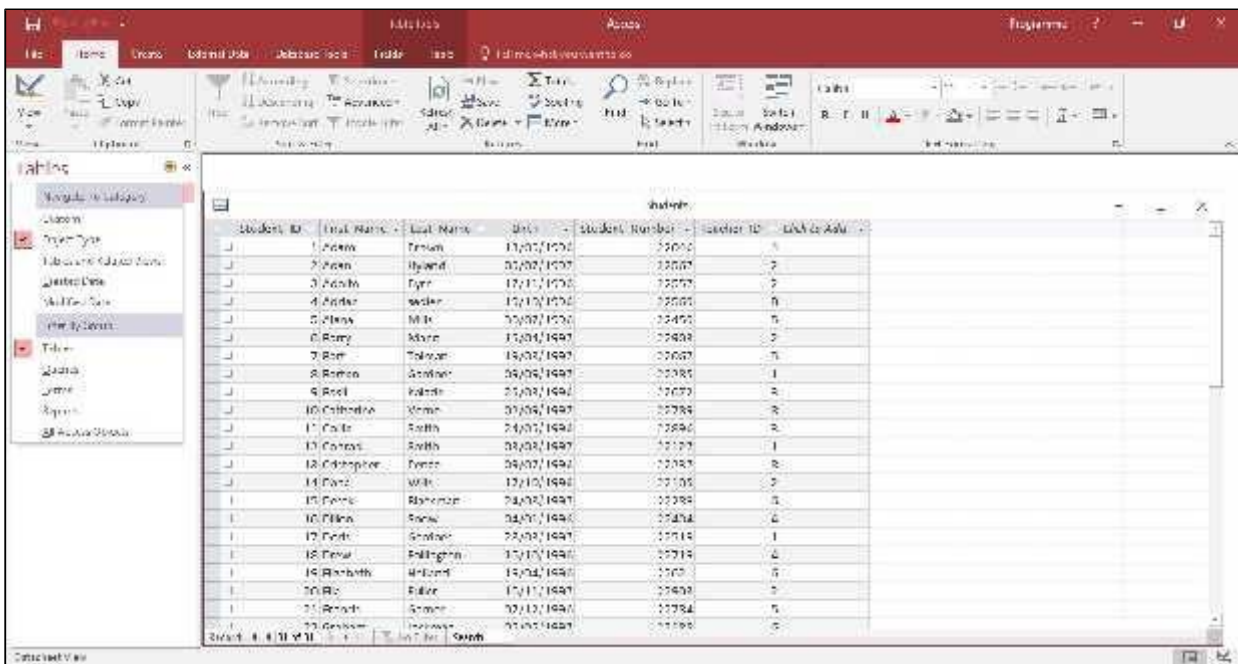


"Microsoft Excel" nanone itanga amashusho nyamirongo atandukanye ari yo imbonerahamwe y'imirongompagazi, inyamigongo, nyanziga ku buryo ushobora kwerekana amakuru shingiro yawe ku buryo butandukanye.

UBUBIKO SHINGIRO

Porogaramu y'ububiko shingiro (Microsoft [Access](#)) ikoresheya mu kubika amakuru yerekeranye ku buryo bizoroha guhitamo ayo makuru no kuyakurura ku buryo bworoshye mu bihe bizaza.

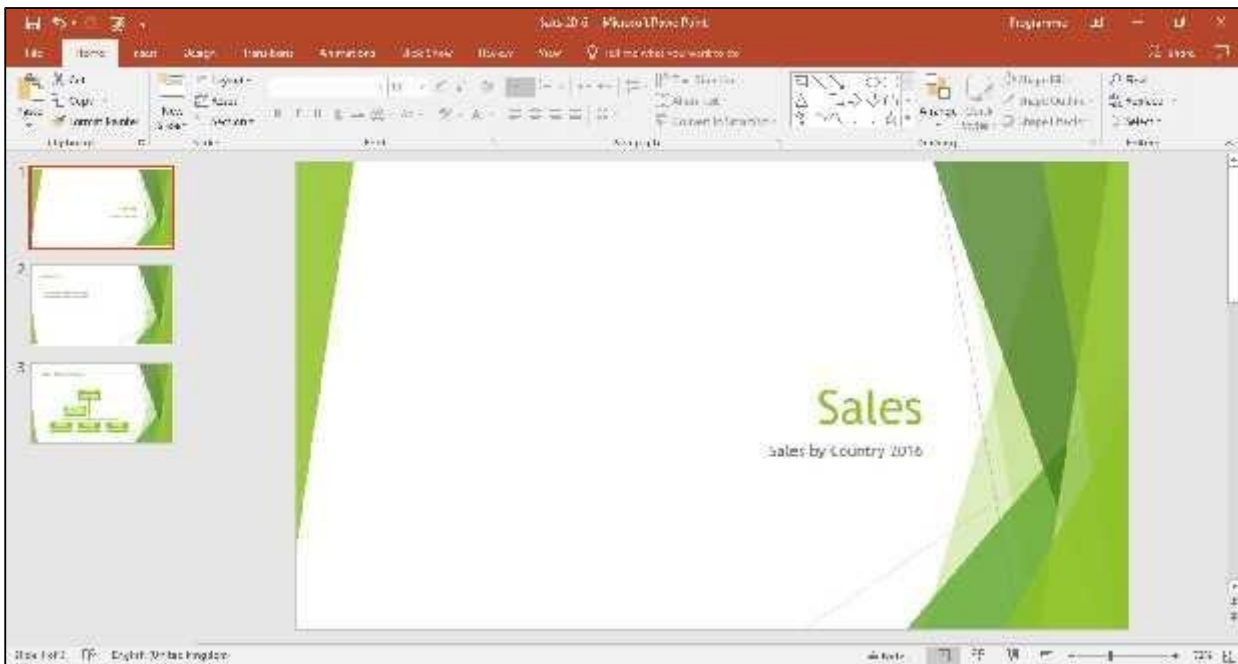
Urugero, niba umunyeshuri agiye kwiga ku ishuri runaka, umwirondoro we ugomba kubikwa mu bubiko shingiro. Igihe hari ibaruwa igomba kohererezwa uwo munyeshuri, umwirondoro we, amakuru yo kwemererwa, n'amakuru ku bijyanye n'amasomo bishobora gukururwa ku buryo bworoshye hakoreshejwe porogaramu z'ububiko shingiro (database Applications).



Student ID	First Name	Last Name	Date	Student Number	Gender ID	GPA or Avg
1	Adam	Truman	11/01/1970	22001	1	
2	Alex	Hyland	01/02/1977	22002	2	
3	Anna	Faye	17/11/1970	22003	1	
4	Anna	Walker	17/11/1970	22004	1	
5	Anna	Mitt	22/02/1970	22450	1	
6	Barry	Adams	11/01/1997	22400	2	
7	Barry	Talbot	18/02/1997	22607	1	
8	Benson	Archer	04/02/1997	22381	1	
9	Beck	Kalish	21/02/1992	22673	1	
10	Chloe	Smith	01/01/1997	22784	1	
11	Carl	Smith	24/01/1992	22690	1	
12	Carlos	Smith	08/02/1997	22127	1	
13	Christopher	Fence	04/02/1992	22087	1	
14	David	Walt	17/11/1992	22105	2	
15	David	Rosenberg	24/02/1997	22284	1	
16	Ellen	Shaw	04/01/1992	22474	1	
17	Fred	Shaw	22/02/1997	22114	1	
18	Fred	Hillington	17/11/1992	22714	1	
19	Richard	Wilson	14/04/1997	2207	1	
20	Rick	Walker	17/11/1997	22409	2	
21	Robyn	Smith	20/11/1997	22784	1	
22	Steven	Adams	01/01/1997	22190	1	

IYEREKANA MU MBWIRWARUHAME

Porogaramu y'iyerekana mu mbwirwaruhame (Microsoft PowerPoint) ikoresheya mu kwerekana amakuru hakoreshejwe uduce nyerekanwa (slides) twifashishwa mu gutanga ibiganiro mbwirwaruhame. Porogaramu ya "Powerpoint" igira ibikoresho bitandukanye byo guhindura inyandiko, videwo, amajwi n'amashusho byifashishwa mu gutegura uduce nyerekanwa tuba tugizwe n'amafoto, amavidewo n'amajwi mu kunoza imbwirwaruhame iboneye. Iyerekana mbwirwaruhame rishobora gucapwa, kwerekana kuri mugaragaza nini cyangwa mugaragaza ya mudasobwa.



POROGARAMU Z'UBUNTU







Hari ama porogaramu menshi y'ubuntu cyangwa se y'igicro gito aboneka kuri interineti. Izo porogaramu zishobora kuba zihagije ku byo ukenera gukorera kuri mudasobwa. Hari imbuga nyinshi za interineti zifite amaporogaramu menshi yo kumanura, harimo na sisitemengamimerere za mudasobwa, porogaramu z'ubucuruzi, imikino, gushushanya, uburezi, imbuga zo kuri murandasi, porogaramu zitunganya izindi porogaramu, na porogaramu nkenerwa mu gufasha sisitemu ngengamikorere.

izo porogaramu zose zitwa "open source", "shareware", "freeware", cyangwa "demo/trial software". Buri porogaramu yose iba ifite amabwiriza ajyanye no kuzikoresha n'ikiguzi bijyanye. Ku bw'ibyo rero ni ingezi gusoma "ibijyanye n'amande" mbere yuko ukanda buto yo "Kumanura". Urugero, ("freeware ") akenshi zitegeka uzikoresha kwinjiza indi porogaramu yo kwamamaza ibindi ibintu (adware), bigasaba ko ukoresha mudasobwa atanga amakuru amwerekeyeho, cyangwa se akinjiza porogaramu ishobora kwangiza dosiye za mudasobwa cyangwa/n'imikorere yayo.

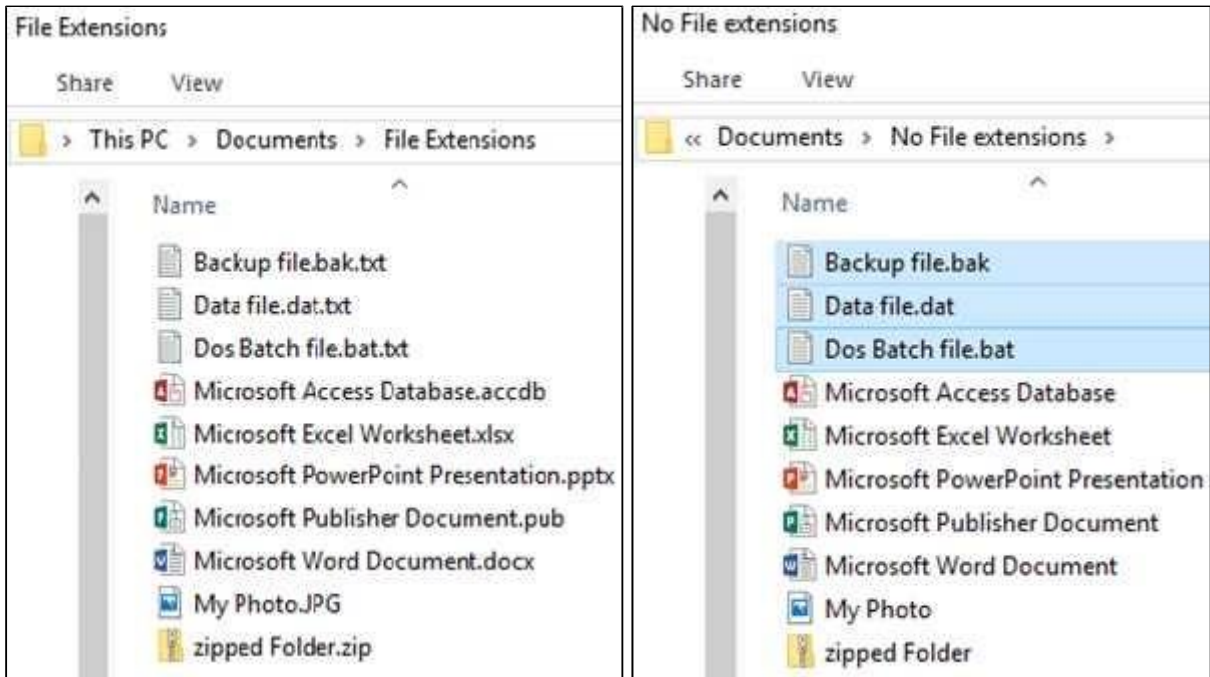
UBWOKO BWA DOSIYE BUTANDUKANYE – IBISOBANURO

Hari ubwoko bwinshi bwa dosiye zibikwa kuri mudasobwa. Buri porogaramu igira agashushondanga kayo kagizwe na kode y'inyuguti 3-, 4- cyangwa 5- iba ijyanye n'izina ryayo, bikitwa ([File extension](#)) twakwita [nk'umugereka w'izina rya dosiye](#).

Uru rutonde rugaragaza zimwe muri porogaramu n'imigereka ya dosiye bijyana:

	.docx - dosiye za "MS Word"		.jpg -idosiye z'amafoto
	.xlsx - dosiye "MS Excel"		.mp3 –amadosiye y'amajwi
	.accdb - dosiye "MS Access"		.pptx - dosiye za "MS Powerpoint"

Ku kadirishya ka mushakisha kari hano hasi ahagana ibumoso, ushobora kubona imigereka y'amadosiye ku mpera ya buri zina rya dosiye. Nyamara ku kadirishya k'iburyo, dosiye eshatu gusa zibanza nizo zigaragaza imigereka ya dosiye.



Windows ishobora kubonezwa ikajya igaragaza imigereka, nkuko bigaragara ku rutonde rw'ibumoso. Ubu ni uburyo bwiza bugirwamo inama ukoresha mudasobwa kugira abashe gutandukanya ubwoko bw'amadosiye, kandi byongera umutekano wa sisiteme yawe kuko bituma porogaramu zangiza zitiyoberanya ngo zigaragare nka dosiye y'inyandiko (.txt) idafite icyo itwaye.

UMUTWE

02

Intangiriro kuri Biro

Imyitozo

Ibikoresho by'ububiko na mediya

Dosiye n'ububiko

Intangiriro kuri Window 10

Intangiriro ku dushushondanga

two kuri Biro

Umwanya w'imikoro no buto

y'itangira

Meni y'itangira

Imicungire ya Windows na Mushakisha

Ubwoko butandukanye bwa dosiye



UBUBIKO NA MEDIYA –IMYITOZO

Igikoresho cy' ububiko kiba mu isanduku ya mudasobwa/system
Unit kitwa gite ?

.....

Ni hehe ububiko buto bugendanwa bwitwa fulashi disiki
bucomekwa kuri mudasobwa?

.....

Tanga urugero rwa musomyi ya disiki (optical drive)?

.....

Ni gute bakunze kwita serivise z'ububiko bwo kuri interineti?

.....

DOSIYE N'UBUBIKO BW'AMADOSIYE- UMUKORO

Aho amadosiye abikwa hitwa gute ?

.....

INTANGIRIRO KU DUSHUSHONDANGA TWO KURI BIRO – IMIKORO



– **Koresha** amashusho ari hejuru usubize ibibazo bikurikira:

Aya mashusho ari hejuru kuri **Meni Itangira** bayita bate ?

.....

Agatebo k'ibishingwe gakoreshwa iki ?

.....

UMWANYA W'IMIKORO NA BUTO ITANGIRA – IMIKORO

Reba umwanya wo hasi ya mugaragaza. Bawita ngo iki ?

.....



– **Shyira akamenyetso** ka X kuri buto wakoresha uri gutangiza porogaramu cyangwa uzimya mudasobwa (PC).

- **Shyira akamenyetso** ka Y kuri buto wakoresha uhinduranya indimi kuri mwandikisho.
- **Koresha akamenyetso** ka Z ku gashushondanga wakoresha ushyira ku murongo dosiye zose, indirimbo n’amafoto kuri mudasobwa yawe.

MENI ITANGIRA – IMIKORO

Bigenda gute mu gihe ukanze kuri buto ya porogaramu zose ‘All apps button’?

.....

Ha izina agakaro kamwe (tile) kuri biro ?

.....

IMICUNGIRE YA WINDOWS NA MUSHAKISHA – IMIKORO

Ni irihe zina ry’agashushondanga k’umuhondo kagaragara mu mwanya w’ imikoro cyangwa meni itangira gakoreshwa mu kugaragaza amadosiye n’ububiko?

.....

WINDOWS – IMIKORO

- **Kanda kabiri** ku gashushondanga kerekana agatebo k’ibishingwe kuri biro.
- **Reba** ku kadirishya k’agatebo k’ibishingwe .

Akadirishya ko ku mwanya wo hejuru kitwa gute ?

.....

Vuga ibintu bibiri wakora ukoresheje umwanya wo hejuru cyangwa buto

ziyiraho. 1:.....

2:.....

- **Itoze** kwimura akadirishya kuri mugaragaza .
- **Reba** buto zifite amashusho ya mpandanye zingana (square) iburyo bw’umwanya wo hejuru
- Ukoresheje guca umurongo, huza icyo buri buto ikora n’ishusho bijyanye:

- Akadirishya kagire gato ku buryo bushoboka.
- Akadirishya kagire kanini ku buryo bushoboka.
- Garura akadirishya ku ngano yako isanzwe.
- Funga akadirishya.



Akadirishya katakorerwagamo, ni gute wagahindura ako gukorerwamo ?

KUBIKA AMAKURU – IMIMARO

Fungura Mushakisha maze ukande kuri “**This PC**”. **Vuga** ubwoko bubiri bw’ibikoresho by’ububiko ushobora kubikaho dosiye bugaragara muri ako kadirishya.

1:.....

2:.....

- **Imura akadirishya ka Mushakisha** ku ruhande rw’iburyo bwa mugaragaza ya mudasobwa ku buryo ubasha kureba udushushondanga twose turi ku mwanya w’imikoro (**Taskbar**)
- **Kanda kabiri** ku gashushondanga ka “**Documents**” ufungure.

Reba ku mwanya w’imikoro maze wimurire imbeba hejuru y’agashushondanga ka **Mushakisha** urebe utudirishya twose dufunguye, **twandike**

1:.....

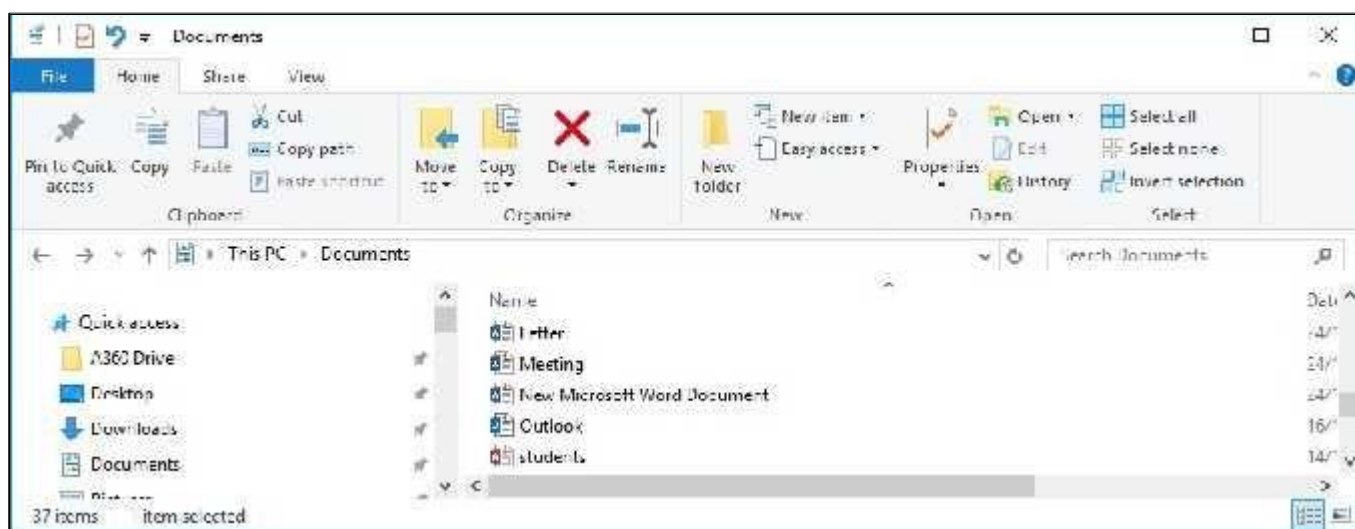
2:.....

Akadirishya ka “Documents” ni ko kari hejuru y’akadirishya “This PC”.

Bisobanuye ko ari ko kadirishya

- **Itoze** guhinduranya akadirishya ko gukoreramo igihe ufite utudirishya tubiri dufunguye.
- **Hindura** akadirishya ka “This PC” akadirishya ko gukoreramo.
- **Funga** akadirishya ka “This PC” .

Akadirishya ka “Documents” ubu ni ko kadirishya gafunguye konyine.



- **Reba** mu ruhande rw'iburyo bw'ifoto iri hejuru urabona akarongo ntemberezi . Gafite Utwambi ku mpera zombi , umwanya wo hagati w'ikijuju cyangwa irindi bara, ndetse n'umwanya ntemberezi uva ku mpera imwe ukagera ku yindi kugirango ubone aho ugeze kuri mugaragaza.
- Gukanda kuri utwo twambi bituma akadirishya gatembera kagana mu kerekezo ugahaye, bigatuma ubona andi madosiye utabashaga kureba. Uraza kubona iyo **uzamuye**, inyandiko iri mu kadirishya igaragarara nk'iri **kumanuka**. (nk'uko iyo umanuye inyandiko irazamuka)
- **KANDA** ku kambi kareba hejuru kari ku karongo ntemberezi inshuro nke.
- **KANDA** ku kambi kareba hasi kari ku karongo ntemberezi inshuro nke.
- Ubu **kanda unanyereza** ku karongo ntemberezi (agasanduku gato k'ikijuju) hagati y'utwambi twombi.

Ni gute wakwimura akadirishya kugirango ubashe kubona udushushondanga turi hejuru cyangwa hasi y'ibyo warebaga.

– **Funga** akadirishya “Documents”.

POROGARAMU– IMIKORO

Ni ubuhe bwoko bwa porogaramu wakoresha mu gutegura ibaruwa?

Ni iki porogaramu y'mbaramibare (spreadsheet) ikoresha mu kugaragaza amakuru shingiro ku buryo bw'ibishushanyo ?

Ni iyihe porogaramu ikigo k'ishuri cyakoresha mu kubika umwirondoro/amakuru arambuye y'umunyeshuri ?

Ni iyihe porogaramu ikoreshwa mu gutegura uduce nyereka tuzerekanwa kuri mugaragaza nini ?

AMOKO ATANDUKANYE Y'AMADOSIYE– IMIKORO

- **Kanda** ku gashushondanga mushakisha iri ku mwanya w'imikoro.
 - Ni gute bafungura ububiko bwa “Documents” ?
-
-

- **Kora** ibi .
- **Reba** ku madosiye atonetse hariya. Mbese ushobora kureba tuno dushushondanga iruhande rw'amadosiye ayo ariyo yose? Buri gashushondanga kagaragaza ubwoko butandukanye bwa dosiye



- **Baza** umwigisha wawe akwereke uko wagaragaza byinshi kuri buri dosiye iri mu isomero ry'inyandiko
- Shushanya umurongo, **uhuze** buri gashushondanga na dosiye bijyanye:



Dosiye z'inyandiko



Dosiye z'ububikoshingiro



Dosiye y'ijwi



Dosiye z'ikoreshamibare



Dosiye z'amafoto

UMUTWE

03

INTANGIRIRO KU NYANDIKO IBISOBANURO

Guhanga inyandiko
Kwita no kubika
Guhindura imyandikire
Gutsindagira, kuberamisha,
Guca umurongo
Gukata no komeka
Gukoporora no Komeka
Kubika
Gucapa



GUHANGA INYANDIKO – IBISOBANURO

Nyuma yo kwinjira muri mudasobwa, ubusanzwe utangira kuyikoreraho ukanda kuri buto y'**Itangira**. Kugirango uhange inyandiko nshya, kurikiza amabwiriza ari hano hasi.

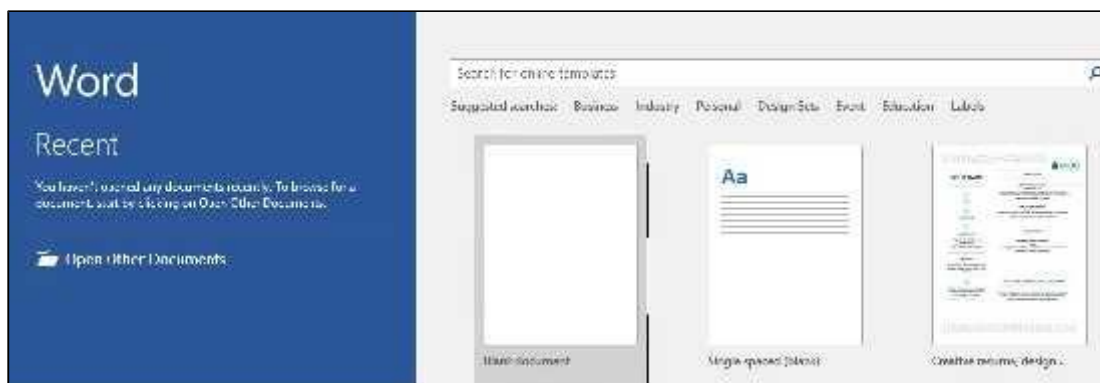
1. **Kanda** kuri buto y'**Itangira** ('**Start**'). Meni y'**Itangira** irafunguka.
2. Kanda ("Word 2016"). Urutonde rw'ibice byose bifite inyuguti ("**Word 2016**")

kuri mudasobwa yawe ruragaragara , nk'uko bigaragara ku ishusho 9 iri hano hasi.



Ishusho ya 9: Ibyabonetse mu gushakisha Word kuri meni y'itangira.

3. **Kanda** kuri porogaramu biro ya ('**Word 2016** ').Porogaramu ya "Microsoft Word 2016" irafunguka, ikagaragaza urutonde rw'**ingero** z'inyandiko ziriho ubusa, zimwe muri zo zerekanwe mu ishusho ya 10 iri hano hasi:

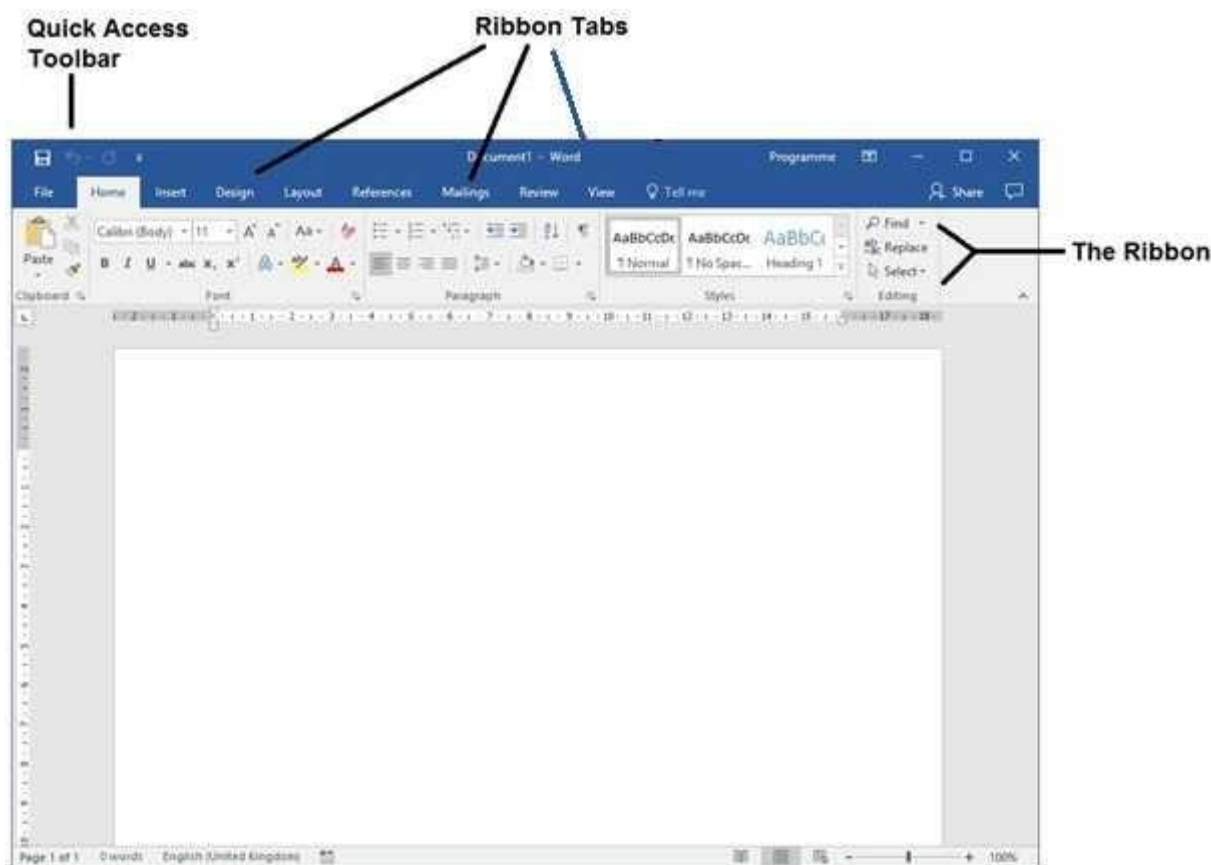


Ishusho ya 10: Word 2016, ishusho ya mugaragaza-- Guhanga y'inyandiko

4. Kanda ku rugero rw'inyandiko iriho ubusa.

Ubu Microsoft Word izaguhangira ipaje (urupapuro) iriho ubusa wabasha kwandikaho amagambo.

Reba ku ishusho ya 11 ikurikira. Ku ruhande rwo hejuru rwa mugaragaza, ku ruhande rw'ibumoso rw'umwanya wo hejuru,uzahabona agace k'ibikoresho k'ubusamo kazaguha inzira yo ku ma buto akunze gukoreshwa. Nanone ku ruhande rwo hejuru rwa mugaragaza, munsu y'umwanya w'umutwe, ni umwanya w'ibikorwa witwa “Ribbon”. Iyi ikwereka amabuto yose ya porogaramu ushobora gukenera kugirango urangize(usoze) umukoro. Izo buto z'amabwiriza zibumbiye hamwe mu tudirishya dutandukanye ku mwanya w'ibikorwa.



Ishusho ya 11: Mugaragaza y'inyandiko itanditseho hamwe n'agace k'ibikoresho k'ubusamo, umwanya w'ibikorwa, n'utudirishya

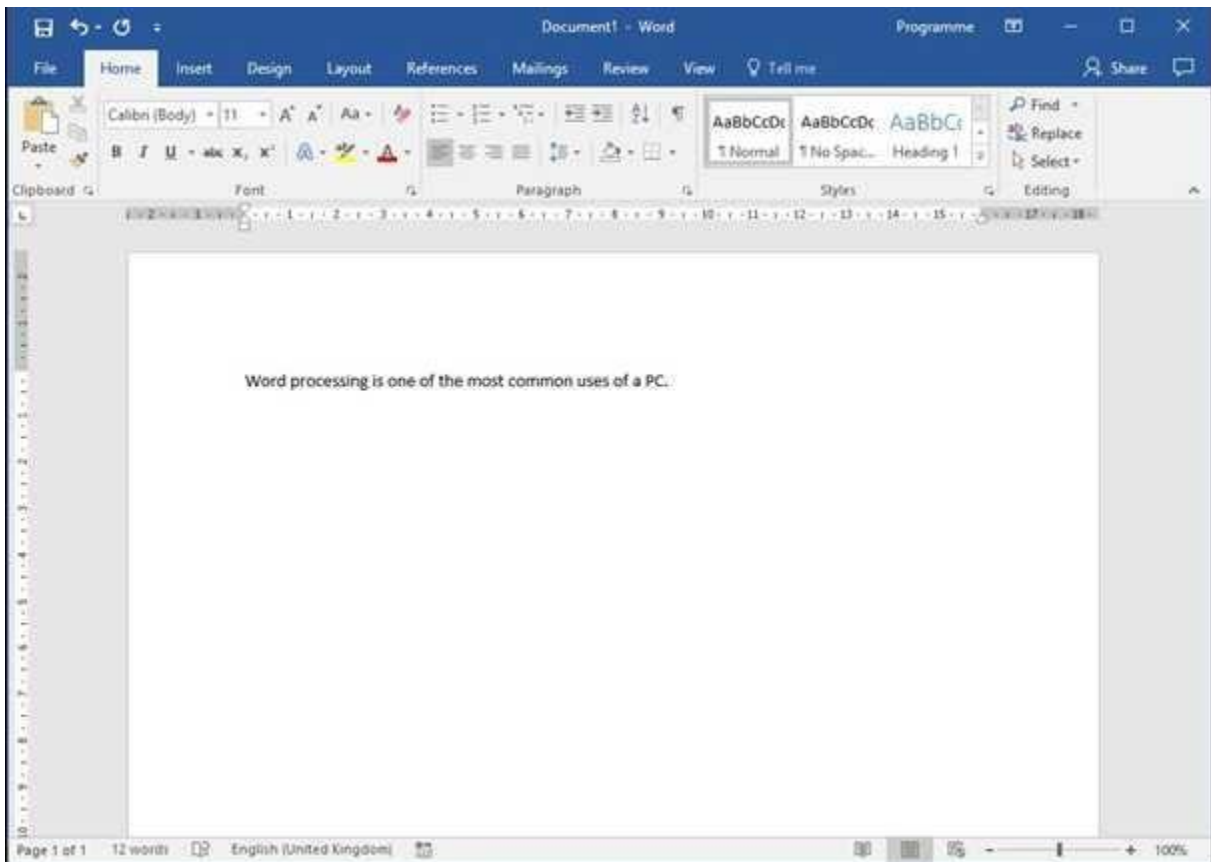
Ushobora gukoresha amabuto ari ku mwanya w'ibikorwa nko mu guhindura ibara cyangwa ingano y'inyandiko, cyangwa mu kubika no gucaca umukoro wawe.

Iyo ushyize mwerekana y'imbeba ku ipaji iriho ubusa,igaragara nk'aka kamenyetso I .

Nanone , urabona ko inyoboranyandiko iba iri kurabya. Aha ni ho inyuguti zizagaragarira mu gihe wandika. Hitwa **Umwanya w'aho utangirira kwandika 'Insertion point'**.

Iyo ushaka gutangira umurongo mushya, kanda kuri **buto yo kwinjira ('ENTER')**. Igihe cyose uyikanzeho, akamenyetso ndanganyandika (umwanya wo gutangiriraho kwandika) kazimukira hasi ku wundi murongo wa paji.


Reba mugaragaza iri ku ishusho ya 12 ikurikira, urabona ko hari amagambo amwe yanditswe ku rupapuro.

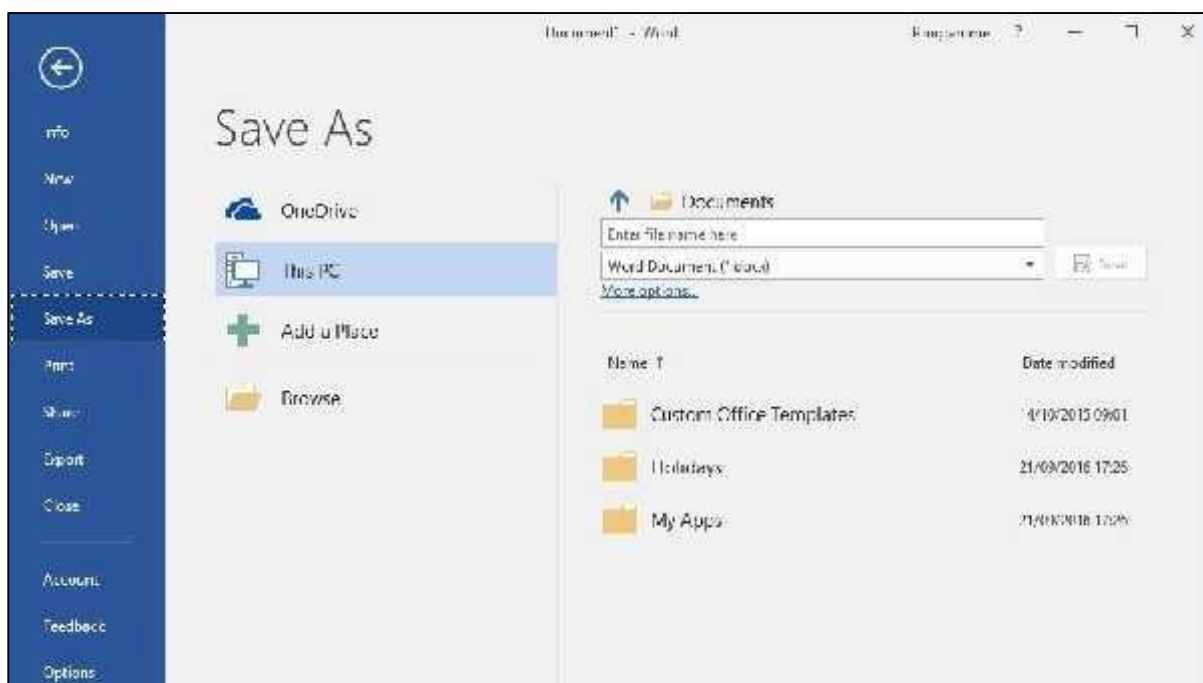


Ishusho ya 12: Inyandiko ya Word 2016 ifite umurongo w'amagambo.

KWITA NO KUBIKA – IBISOBANURO

Iyo ubitse inyandiko ku nshuro ya mbere, uhitamo ububiko bwo kuyibikamo hanyuma ukayiha izina. Amabwiriza akurikira arakwerekana uko wabika inyandiko.

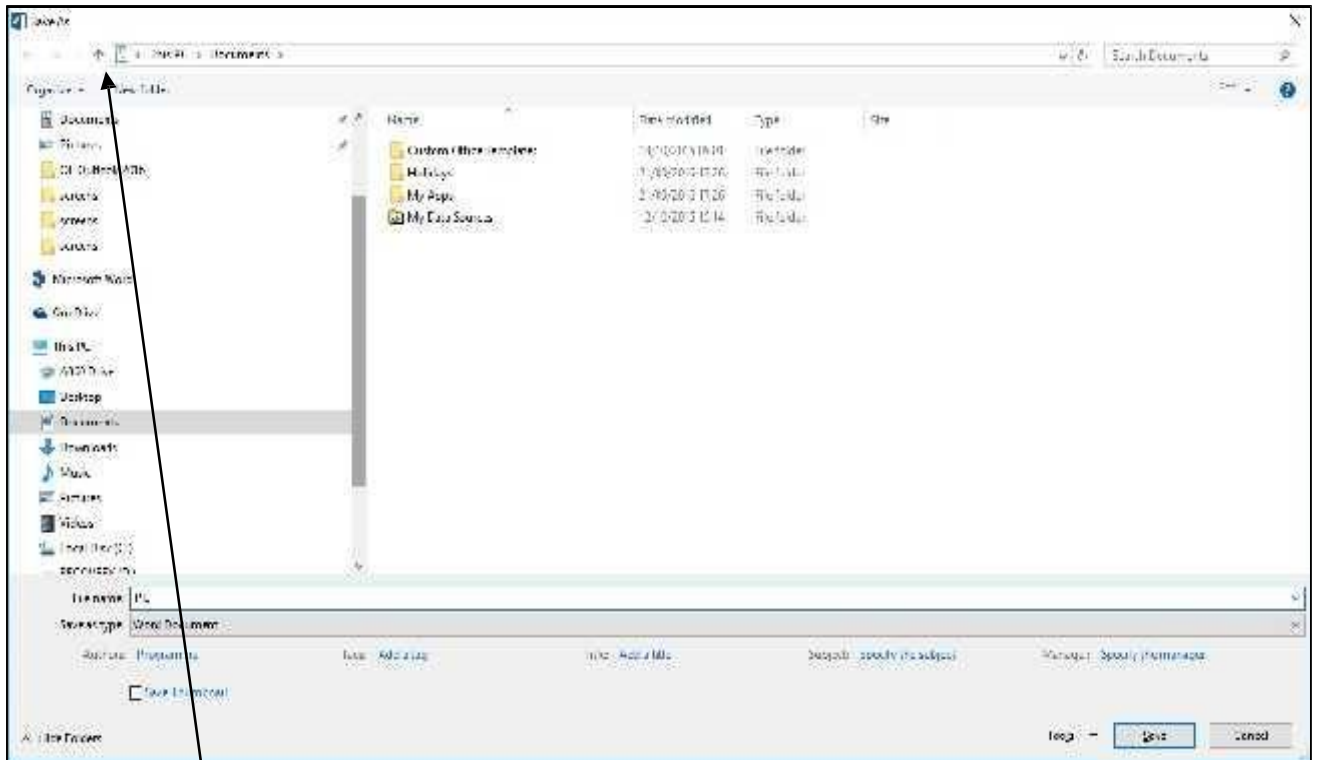
1. **Ganisha** mwerekana y'imbeba ku gace k' **ibikoresho k'inzira y'ubusamo** hejuru ku ruhande rw'ibumoso rwa mugaragaza.
2. **Kanda kuri** buto yo **kubika (Save)** () ku gace k'ibikoresho k'inzira y'ubusamo, akadirishya kabika nka '(Save As)' kazagaragara nk'uko byerekanywe ku ishusho ya 13 ikurikira.



Ishusho ya 13: Word 2016 mugaragaza yo Kubika nka(Save as)

3. Ku kadirishya ka **Bika nka (Save as)**, ushobora kubona aho wabika dosiye yawe nko kuri, “OneDrive” cyangwa “This PC”. Hitamo “This PC” hanyuma ukande kuri buto ‘Browse’ yo gushakisha.

4. Akadirishya mushyikirano (dialogue window) ka **Bika nka (Save as)** kagaragara nk'uko byerekanywe mu ishusho ya 14 ikurikira:



Ishusho ya 14: Word 2016 idirishya mushyikirano rya bika nka(Save as)

5. Mu idirishya mushyikirano rya bika nka, **Ha** inyandiko izina wandika "PC" mu kadirishya kandikwamo izina rya dosiye (Filename).
6. Kanda kuri buto ya **Bika(Save)** kugirango ubike inyandiko ya "PC" mu bubiko bw'inyandiko.

Ikitonderwa: Kubika inyandiko mu bundi bubiko butari ububiko bw'inyandiko (**Documents**),

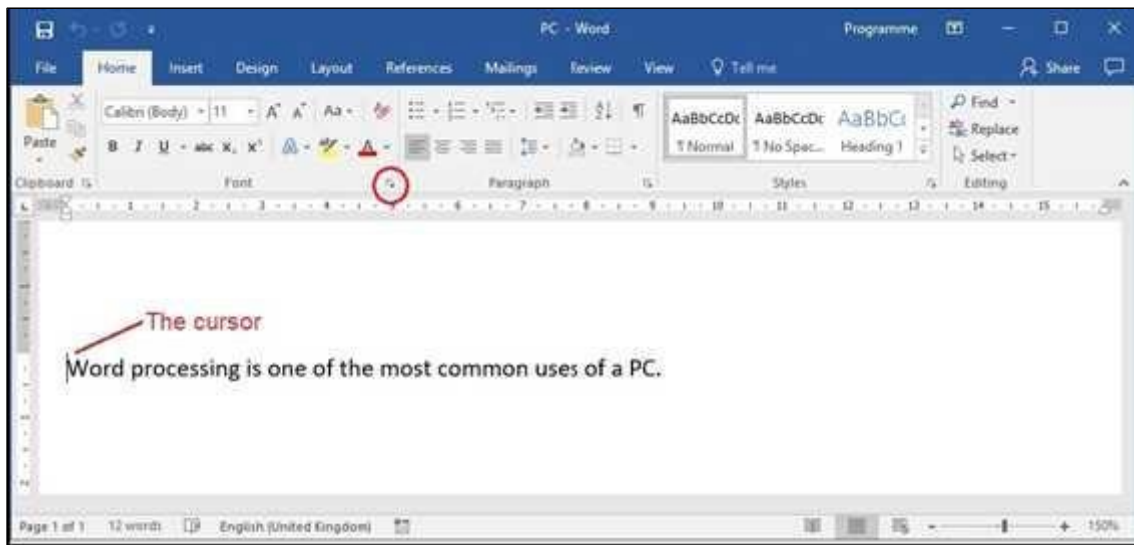
Kanda ku kambi kari ibumuso bw'izina ry'ububiko uriho ako kanya ubundi **werekeza** ku bubiko ushaka.

GUHINDURA IMYANDIKIRE – IBISOBANURO

Imyandikire ('Font') niyo iha amagambo mu nyandiko isura yayo yihariye.

Amabwiriza akurikira arakwereka uburyo bahindura imyandikire y'amwe mu magambo ari mu nyandiko yawe.

1. **Koresha** imbeba gushyira inyoboranyandiko imbere y'inyuguti ya mbere y'ijambo ryawe ("Word processing"), nkuko byerekanwe mu ishusho ya 15 ikurikira.



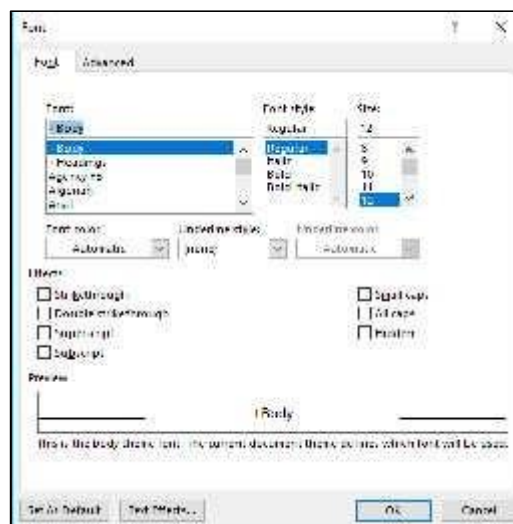
Ishusho ya 15: umurongo w'amagambo mu nyandiko ya Word 2016.

2. **Kanda** kuri buto y'ibumoso y'imbeba **ugumisheho unyereze** imbeba hejuru y'amagambo ("Word processing is one of the most common uses of a PC)."
3. **Rekura** buto y'imbeba. Ijambo watoranyije rizagira imbuganyuma yijimye.
4. **Kanda** ku **Idirishya ry'ahabanza (Home tab)** ku mwanya w'ibikorwa ku mutwe wa paji yayo kugirango uyigire iy'ibanze iri gukorerwaho (niba atari yo wakoreragaho).

5. Imurira mwerekana y'imbeba ku itsinda **ry'imyandikire (Font)** kanda ku kambi gato k'agasanduku k'imyandikire (kaciweho uruziga **rw'umutuku** haruguru) .

6. Urutonde rw'imyandikire ruzigaragaza nkuko byerekanywe mu ishusho ya 16.

7. Tembereza imbeba mu rutonde ukande ku myandikire ya "**Verdana**". Amagambo yari yatoranijwe azahindura mu buryo bworoheje bivuye muri iyi myandikire "Word processing" bihinduke "Word processing".



Ishusho ya 16: Urutonde rw'imyandikire rwa Word 2016

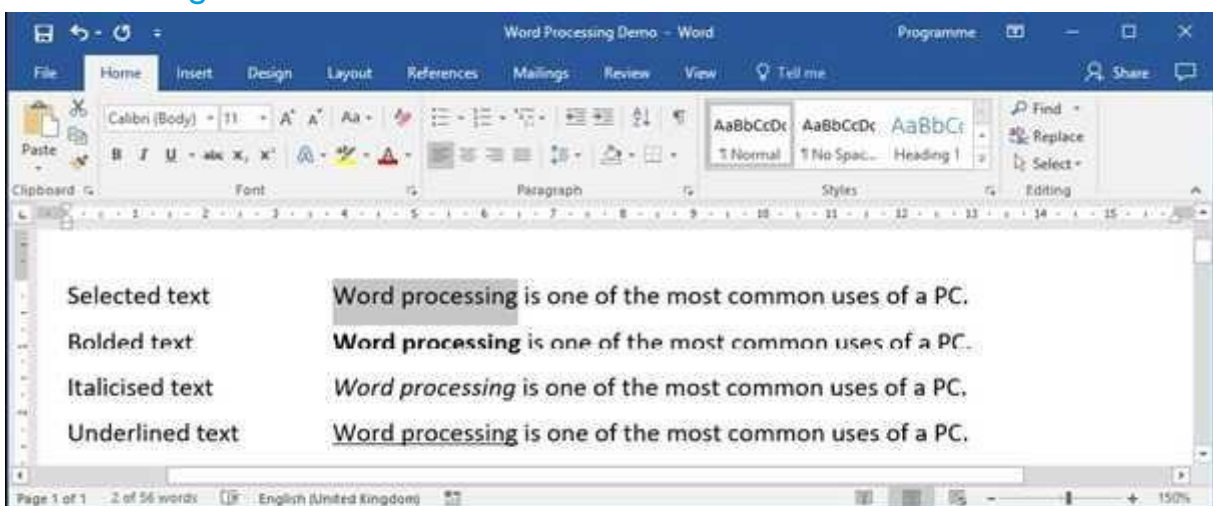
GUTSINDAGIRA, KUBERAMISHA, GUCA UMURONGO – IBISOBANURO

Imyandikire *itsindagiye* 'boldface' ni imyandikire yijimye kandi itsindagiye gusumba imyandikire isanzwe. Urugero : **Itsindagiye**. Imyandikire *iberamye* ni imyandikire yanditswe iberamiye iburyo. Urugero: *kuberamisha*. Ijambo *riciyeho umurongo* ni ijambo riciweho ako kanya umurongo umwe utambitse cyangwa myinshi muni yaryo. Iyi ikoresha kenshi mu gushimangira ijambo. Urugero: iciyeho umurongo. Birashoboka guhuza bibiri cyangwa byinshi mu ihinduranyandiko. Urugero: ***Itsindagiye iberamye & iciyeho akarongo***.

Amabwiriza akurikira azakwerekana uko wakwandika ijambo **ritsindagiye**, *riberamye* cyangwa riciyeho umurongo.

Intambwe ya mbere muri buri gikorwa ni *uguhitamo* ijambo ushaka guhindura — aha iryo jambo ni “Word processing”.

1. **Koresha** imbeba mu gushyira inyoboranyandika imbere y'inyuguti ya mbere y'ijambo “Word processing”.
2. **Kanda** kuri buto y'ibumoso y'imbeba **ugumishaho** ubundi unyereze imbeba hejuru y'inyandiko “Word processing”.
3. **Rekura** buto y'imbeba. Ijambo wamaze *guhita* rizagira *imbuganyuma yijimye* nkuko bigaragazwa mu ishusho ya 17 ikurikira.
4. **Gutsindagira** *inyandiko watoranije*, **kanda** kuri buto yo *Gutsindagira* **B** iri mu *itsinda ry'imyandikire* ku mwanya w'ibikorwa ku mutwe w'ipaji.
5. *Kuberamisha* ijambo watoranije, **Kanda** kuri buto yo *kuberamisha* **I**.
6. Guca umurongo ku ijambo watoranije, **Kanda** kuri buto yo *Guca umurongo*.



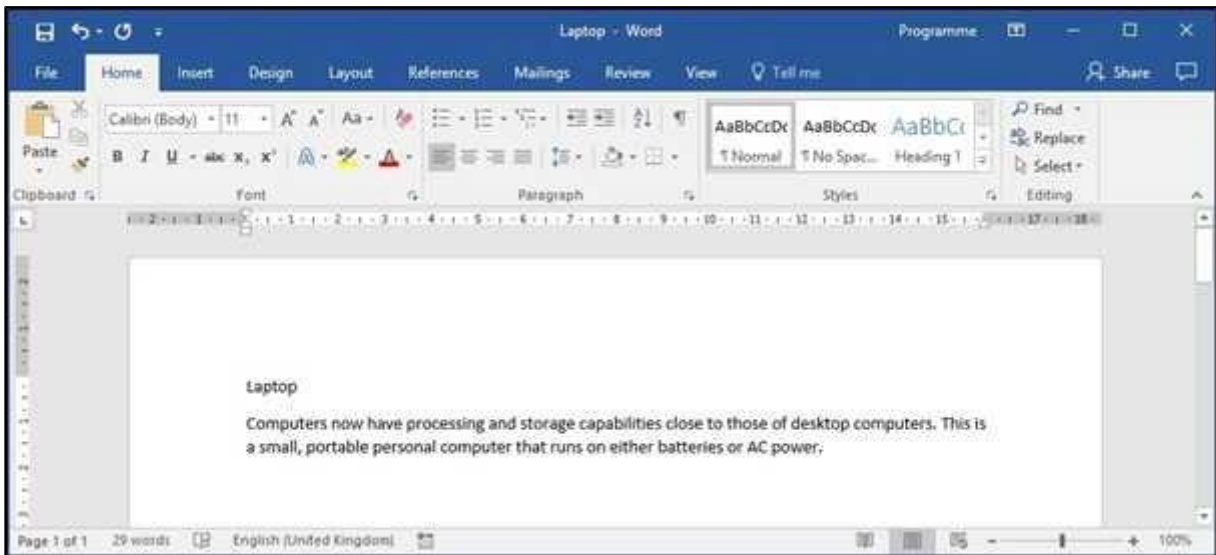
Ishusho ya 17 Ingero z'ijambo ryatoranijwe, ryatsindagiwe, ryaberamishijwe kandi ryaciweho umurongo

Icyitonderwa: Gukuramo kimwe muri ibi birango/imyandikire, urongera ugahitamo rya jambo ugakanda kuri buto ihuye n'ikirango ushaka gukuramo.

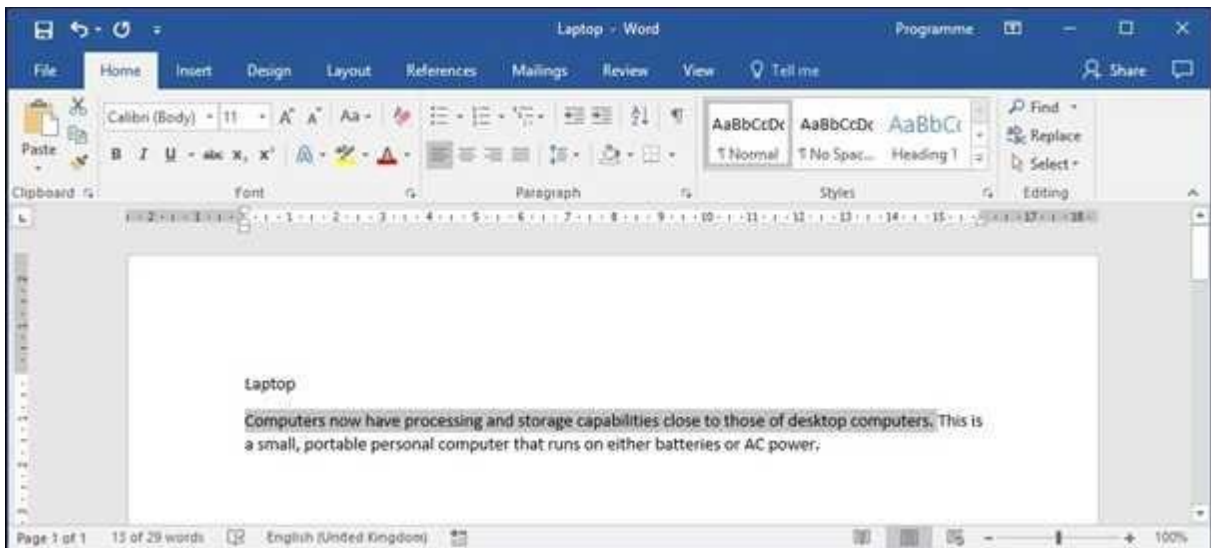
GUKATA NO KOMEKA – IBISOBANURO


Ushobora **Kwimura ijambo** ahantu uriyana ahandi mu nyandiko ukoresheje uburyo bwo **gukata** no **komeka**. Amabwiriza akurikira arakwerekana uko wakwimura inyandiko ("Computers now have processing and storage capabilities close to those of desktop computers)." Maze uyishyira inyuma ya ("AC power.")

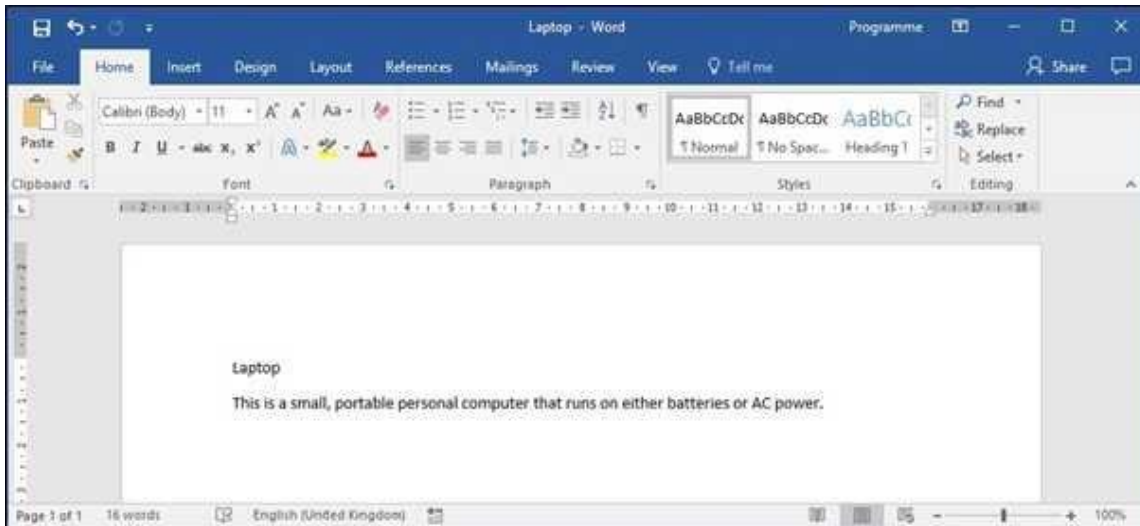
1. **Koresha** imbeba mu gushyira inyoboranyandika imbere y'inyuguti ya mbere y'ijambo "Computers".
2. **Kanda** kuri buto y'ibumoso y'imbeba **ugumisheho** ubundi unyereze imbeba hejuru y'amagambo ("Computers now have processing and storage capabilities close to those of desktop computers.")




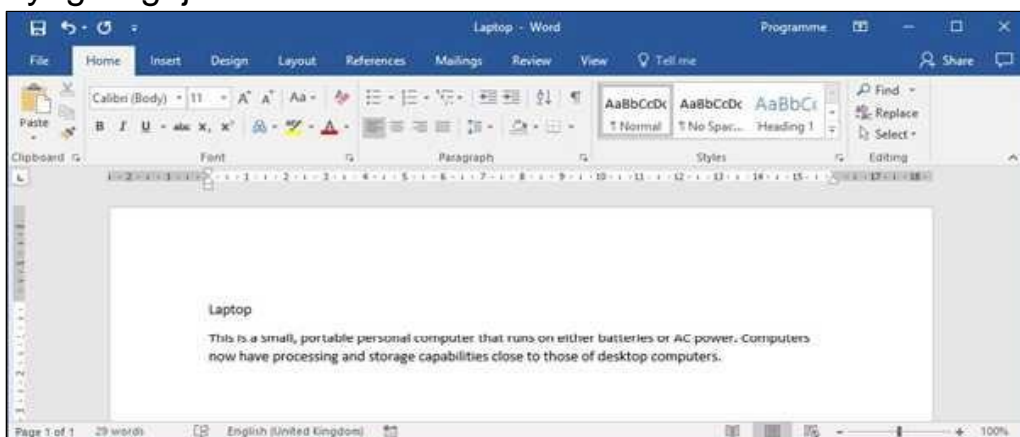
3. **Rekura** buto y'imbeba. Amagambo watoranyije azagira **imbunanyuma yijimye**, nkuko bigaragazwa hano munsi.



4. **Kanda** ku idirishya ry'ahabanza (Home) (niba ritari rifunguye).
5. **Kanda** kuri buto  yo **Gukata(Cut)** iri mu itsinda ry'**Ububiko gateganyo ('clipboard')** ku mwanya w'ibikorwa. Iryo jambo ryatoranijwe umaze gukata ntirizaba rikigaragara kuri mugaragaza, ariko rizaba ribitswe k'ububiko gateganyo 'clipboard' rikaba rishobora kongera gusubizwaho/gukoreshwa nyuma.



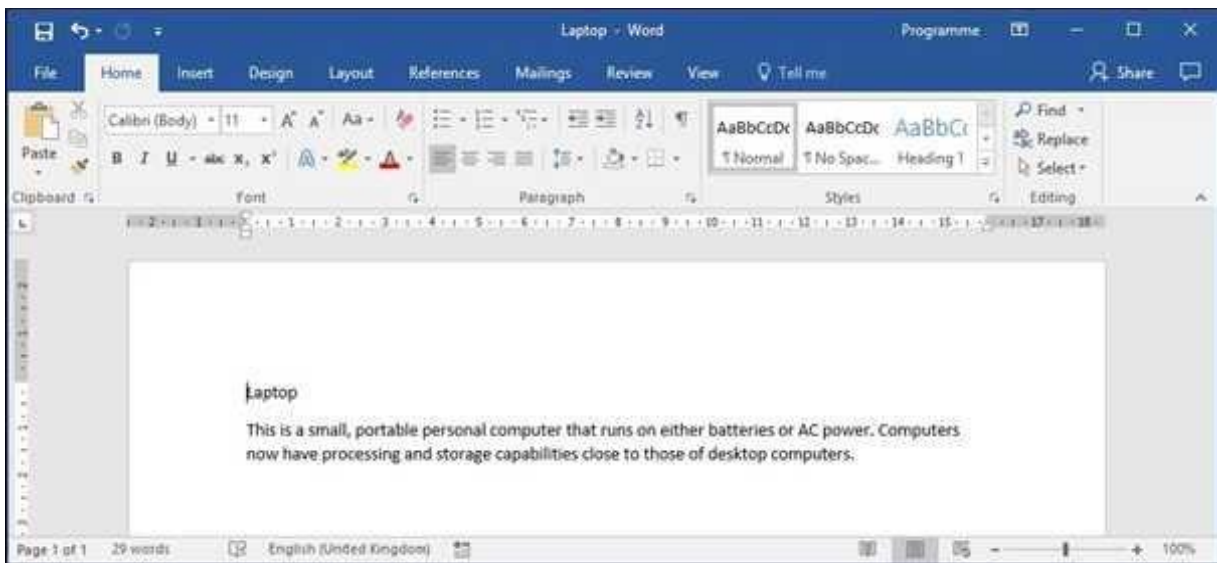
6. **Imurira** mwerekana y'imbeba (iba yamaze guhinduka nk'aka kamenyetso **l**) neza inyuma y'ijambo "AC power".
7. **Kanda** rimwe, **inyobaranyandiko** izimuka ive mu mwanya yahozemo ku ntangiriro y'umurongo ijye **ahandi ho gutangirira** ku mpera y'umurongo.
8. **Kanda** kuri  buto yo **Komeka (Paste)** iherereye mu itsinda ry'ububiko gateganyo ku mwanya w'ibikorwa. Amagambo "Computers now have processing and storage capabilities close to those of desktop computers" azagaragara nk'interuro nshya inyuma y'amagambo ("AC power.") nkuko byagaragajwe hano munsu.



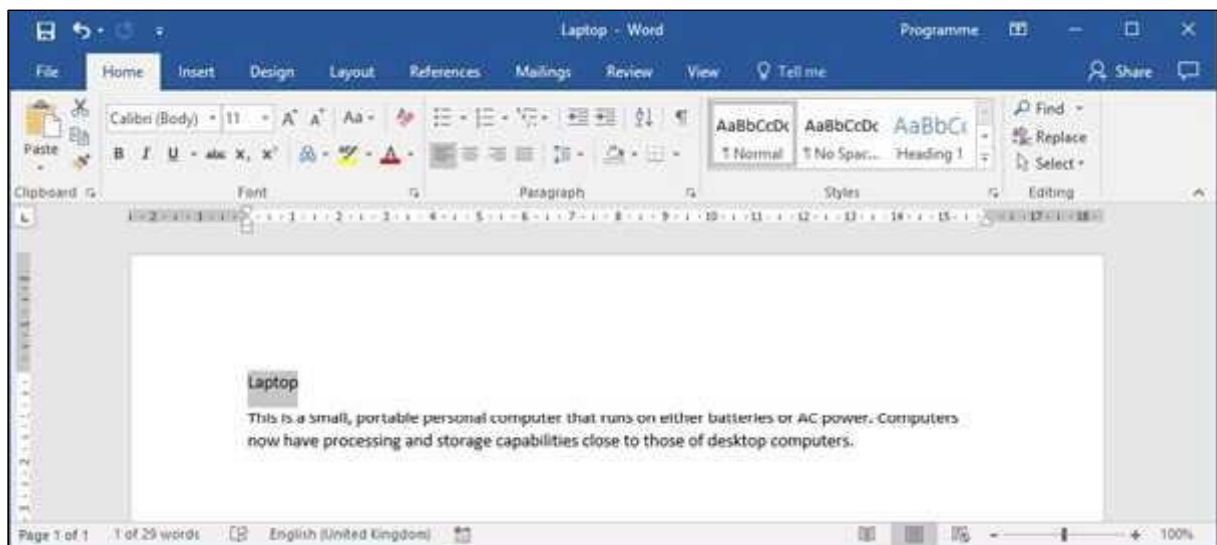
GUKOPORORA NO KOMEKA – IBISOBANURO

Ushobora **gukoporora ijambo** ahantu uriyana ahandi mu nyandiko ukoresheje uburyo bwo **gukoporora** no **komeka**. Amabwiriza akurikira arakwerekana uko bakoporora ijambo "Laptop" no kuryomeka imbere y'ijambo "Computers" ku ntangiriro y'interuro ya kabiri.

1. **Koresha** imbeba mu gushyira inyoboranyandika imbere y'inyuguti ya mbere y'ijambo "Laptop", nkuko byagaragajwe hano munsu.

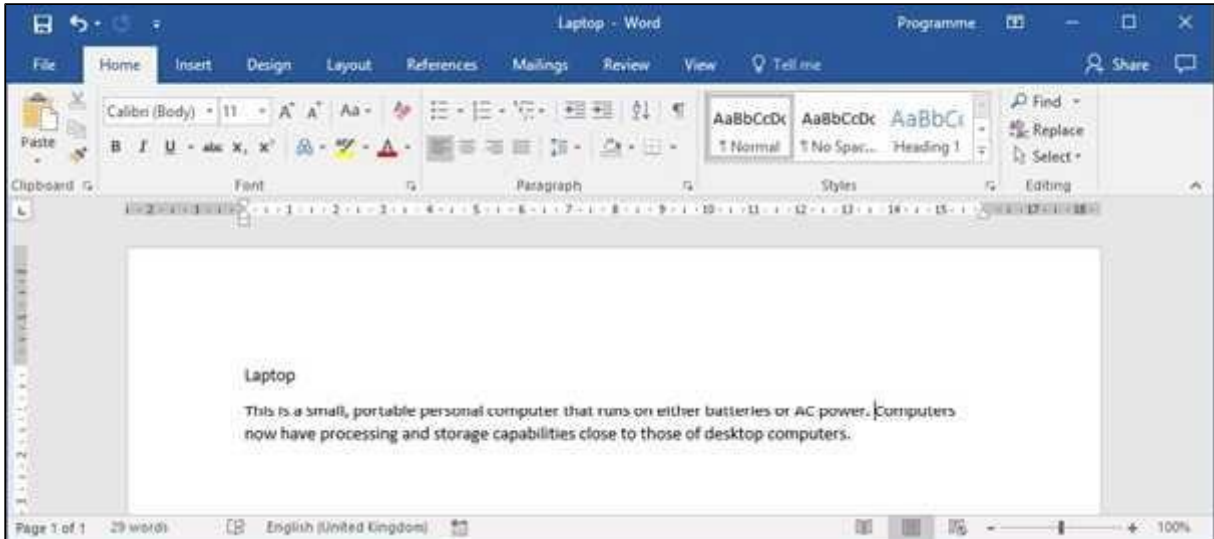



2. **Kanda** kuri buto y'ibumoso y'imbeba **ugumisheho** ubundi unyereze imbeba hejuru y'ijambo "Laptop".
3. **Rekura** buto y'imbeba. Ijambo watoranyije rizagira **imbuganyuma yijimye**, nkuko bigaragazwa hano munsu.

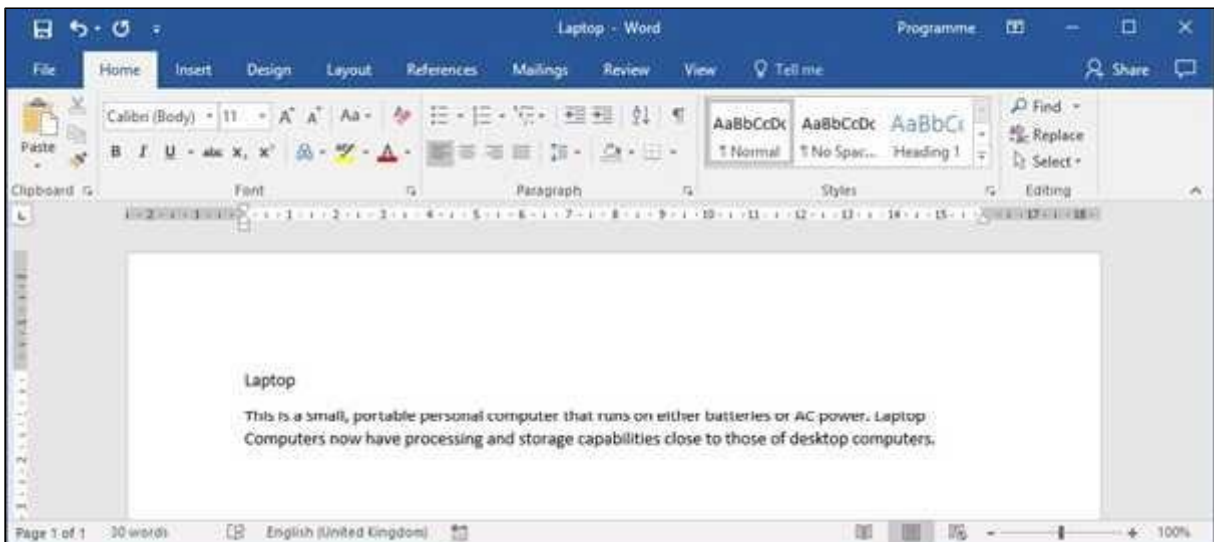


4. **Kanda** kuri  buto ya **Koporora (copy)** iri mu itsinda ry'**ububiko gateganyo** ku mwanya w'ibikorwa.


5. **Imurira** inyoboranyandiko (iba yamaze guhinduka nk'aka kamenyetso **I**) neza inyuma y'ijambo "Computers now", **ukande** rimwe. Inyoboranyindika imyatsa izongera igaragare ku mwanya wo gutangiriraho inyandiko.



6. **Kanda** kuri  buto ya **Omeka (Paste)** iri mu itsinda ry'**ububiko gateganyo** ku mwanya w'ibikorwa. Ijambo("Laptop") rizaza imbere y'ijambo "Computers" ku ntangiriro y'umurongo wa kabiri.



KUBIKA – IBISOBANURO

Iyo wamaze guha izina dosiye yawe ukaba wahisemo aho kuyibika, ushobora **kubika** izo mpinduka wakoze. Kanda kuri  buto yo **Kubika (Save)** ku gace k'ibikoresho ibusamo hejuru kuri mugaragaza.

GUCAPA – IBISOBANURO

Igihe ucapa uba ushobora guhitamo gucapa inyandiko yose cyangwa ipaji uri gukoreraho cyangwa kopi irenze imwe y'inyandiko.

Gucapa inyandiko yuzuye

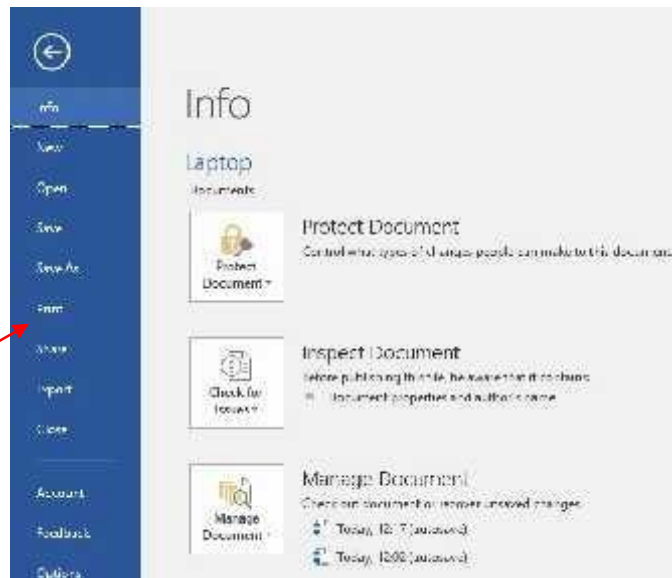
Amabwiriza akurikira azakwerekana uko wacapa inyandiko yose.

- 1. Suzuma neza** ko inyandiko ushaka gucapa iri kugaragara kuri mugaragaza.
- 2. Kanda** ku kadirishya ka **Dosiye (File)** mu kuboko kw'ibumoso ku mpera z'akadirishya **k'umwanya w'ibikorwa**.

Mugaragaza y'amahitamo (option) ya dosiye igaragara nkuko byerekanwe mu ishusho ya 18.

- 3. Kanda** kuri **Gucapa (Print)**

Mugaragaza y'amahitamo yo gucapa igaragara nkuko byerekanwe mu ishusho ya 19 ikurikira.



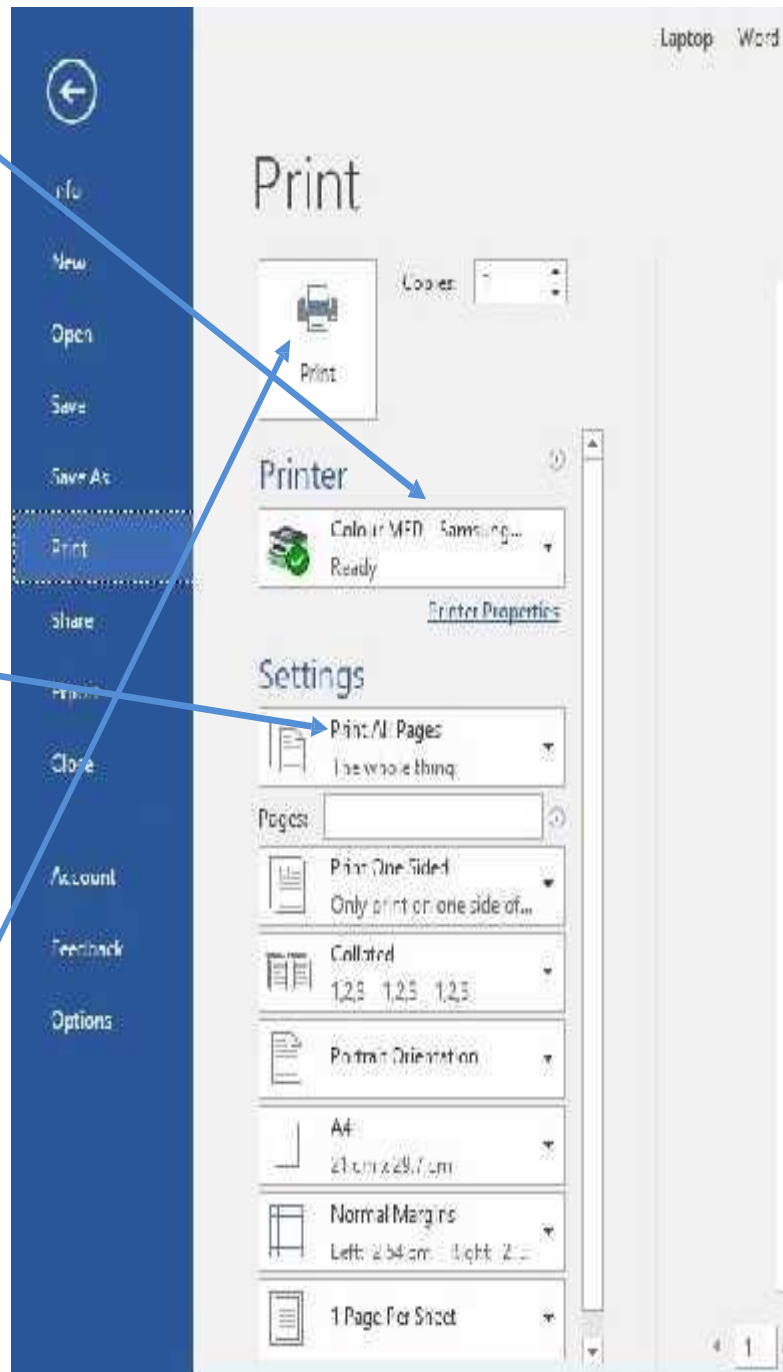
Ishusho ya 18: Mugaragaza y'amahitamo ya dosiye muri Word 2016.

4. Mucapyi (printer) igaragara. Iyi yitwa mucapyi isanzweho (default). Niba ufite mucapyi irenze imwe kuri mudasobwa yawe, ushobora gukenera guhitamo mucapyi itandukanye n'isanzweho.

5. Minsi y'igenamiterere (Settings) **Kanda kuri Gucapa ipaji zose (Print all pages).**

6. Reba amagenamiterere y'indi mucapyi. Ntukeneye guhindura imwe muri izi, ariko nyuma zishobora kuzakubera amahitamo yo gukoresha igihe uri kwitoza.

7. **Kanda kuri buto yo Gucapa (Print button)**, ohereza inyandiko yawe kuri mucapyi.

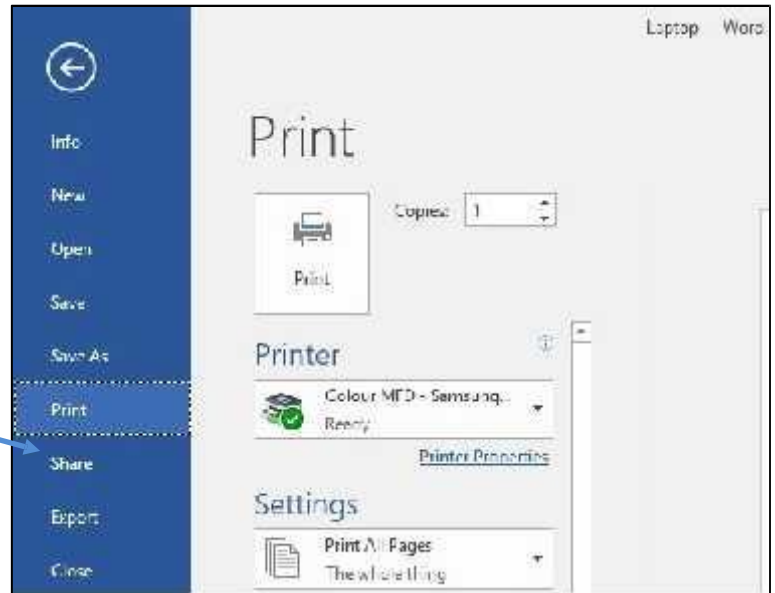


Ishusho ya 19: Word 2016, Mugaragaza y'amahitamo ya dosiye

Gucapa gusa ipaje y'inyandiko ugezeho

Rimwe na rimwe ushobora gukenera gucapa gusa ipaji iri kugaragara kuri mugaragaza, ntucapere inyandiko yose. Amabwiriza akurikira arakwerekana uko wabikora.

1. **Suzuma neza** ko ipaji iri mu nyandiko ushaka gucapa **uyibona** kuri mugaragaza.
2. Nkuko byakozwe ahabanza, **kanda** ku kadirishya ka **Dosiye (file)** uhitemo ibijyanye no **gucapa (Print)**.



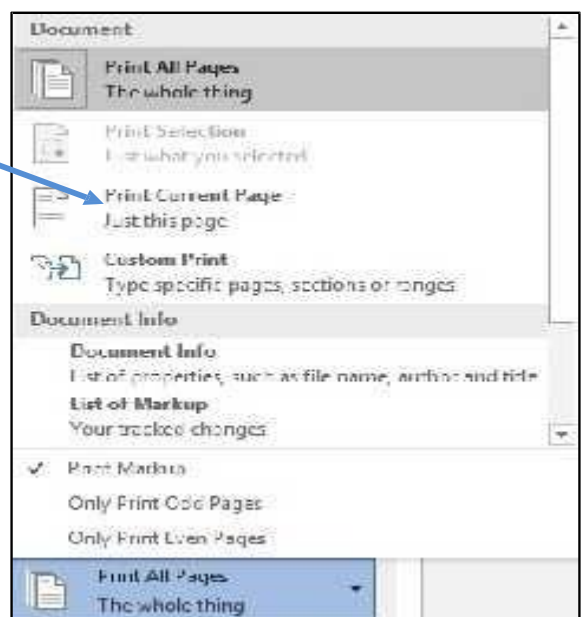
3. Munsi y'igenamiterere **Kanda** ku **kambi kamanuka ▼** ko kuri 'Print all pages/ capa ipaji zose' .

Ibi bifungura ipaji ya meni yo guhitamo yerekanywe mu ishusho ya 20

4. Kuri paji iriho meni yo guhitamo, **toranyamo** 'Gucapa ipaji ugezeho'

ipaje ya meni yo guhitamo irifunga ugahita ubona ko noneho igenamiterere ari 'Gucapa ipaji ugezeho (Print current page).

5. **Kanda kuri Buto** yo **gucapa** hejuru kuri meni yo gucapa mu kohereza ipaji igezweho kuri mucapayi

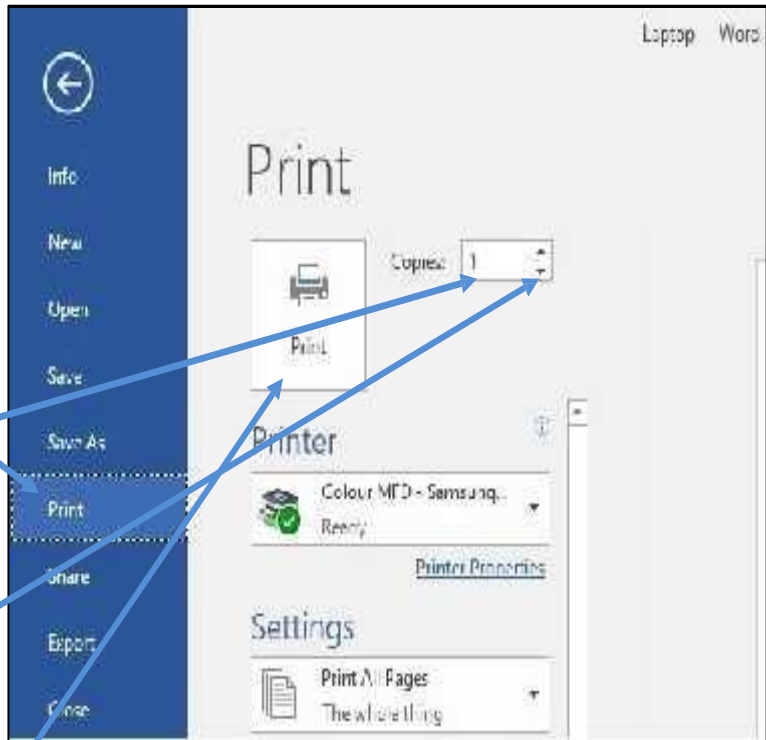


Ishusho ya 20: Word 2016, ipaji iriho meni yo guhitamo

Gucapa kopi y'inyandiko irenze imwe

Rimwe na rimwe ushobora gushaka gucapa kopi y'inyandiko irenze imwe. Amabwiriza akurikira arakwerekana uko wabikora.

1. **Suzuma neza** ko inyandiko ushaka gucapa iri kugaragara kuri mugaragaza.
2. **Kanda** ku **kadirishya ka Dosiye**.
3. **Hitamo** ibijyanye no **Gucapa (Print)**.
4. Mu **kazu ka kopi (copies)**, **andikamo** umubare wa kopi ushaka gucapa. (ku bundi buryo, ushobora gukanda **ku kambi gato kareba hejuru** kugeza igihe umubare ushaka ugaragaye mu kazu.)
5. **Kanda Buto yo gucapa ('Print button')** mu gucapa umubare wa kopi z'inyandiko wahisemo.



UMUTWE

03

INTANGIRIRO KU NYANDIKO

IMIKORO

Guhanga inyandiko
Kwita no kubika
Guhindura imyandikire
Gutsindagira,
Kuberamisha, guca
umurongo
Gukoporora no
komeka
Kubika
Gucapa



GUHANGA INYANDIKO-IMIKORO

Injira muri mudasobwa yawe.

- **REBA** kuri mugaragaza (**Desktop**).
- **Kanda** kuri buto yo kwatsa (**Start**)
- **Andika** ‘Word 2016’ nyuma **Ukande** kuri ‘Word 2016’ ubona kuri mugaragaza.
- **Kanda ku** nyandikorugero iriho ubusa (**blank document template**) yagaragajwe.
- **Reba** kuri paji iriho ubusa ifungutse.

1. Ni gute wita umwanya uri ku ruhande rwo hejuru rwa mugaragaza rufite buto zitwa “HOME”, “INSERT”, “PAGE LAYOUT” “REFERENCES”, “MAILINGS”, “REVIEW”, na “VIEW” ?

2. **Andika** ibintu bibiri ushobora gukora wifashishije buto ya (**HOME**) iri ku mwanya w’ibikorwa (Ribbon)?

– **Erekeza** mwerekana y'imbeba yawe ku mwanya wo kwandikaho ku rupapuro rutanditseho rwa ‘Microsoft Word’ maze **Ukande**.

3. Mwerekana y'imbeba iragaragara ite ?

Shyira akamenyetso mu kazu kerekana ishusho yayo (mwerekana y'imbeba).

- | | | | |
|---|--------------------------|--------------------------------------|--------------------------|
| Impeta (mudasobwa irahuze) | <input type="checkbox"/> | Ikiganza (hano hari mwandikonyobora) | <input type="checkbox"/> |
| akamenyetso nk'aka kayobora (Kanda winjize inyandiko) | <input type="checkbox"/> | Mwerekana (Akambi) | <input type="checkbox"/> |

– **Shaka** inyoboranyandiko (yaka izima) iri aho ushaka kwinziza inyandiko.

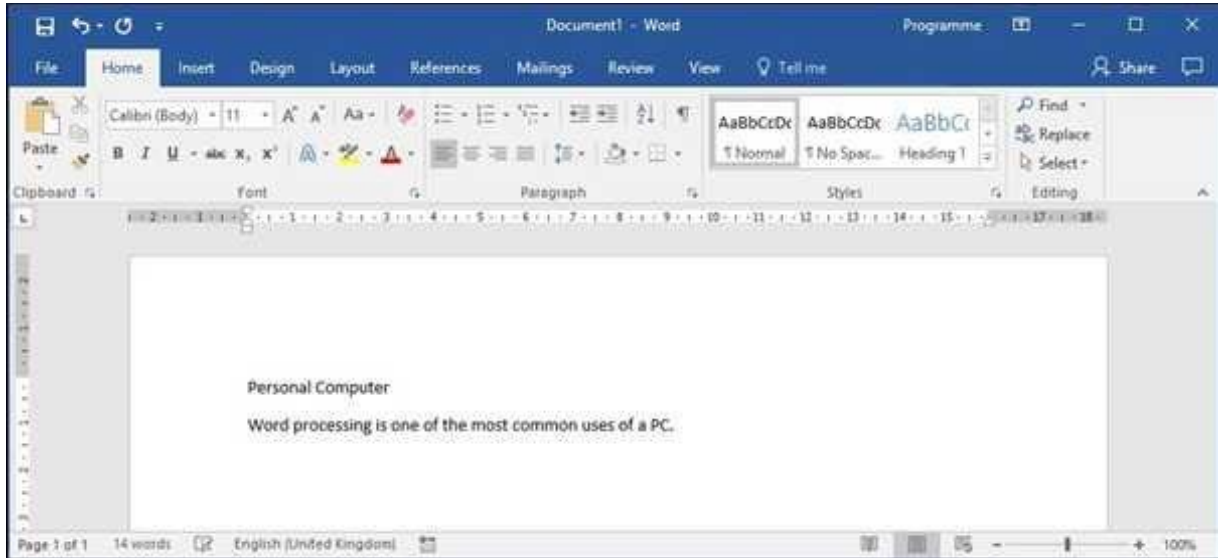
– **Andika** izina ryawe. Wibuke **gukanda** buto “SHIFT” **ugumisheho** igihe ushaka kwandika inyuguti ya mbere mu nyuguti nkuru.

– Nurangiza, **ukande** buto yo kwinjiza “**Enter**” kugirango wimure aho gutangiriraku murongo ukurikiraho. **Kanda** nanone kugirango ujye ku murongo ukurikira.

– **Andika** inyandiko ebyiri zikurikira:

“Personal Computer”

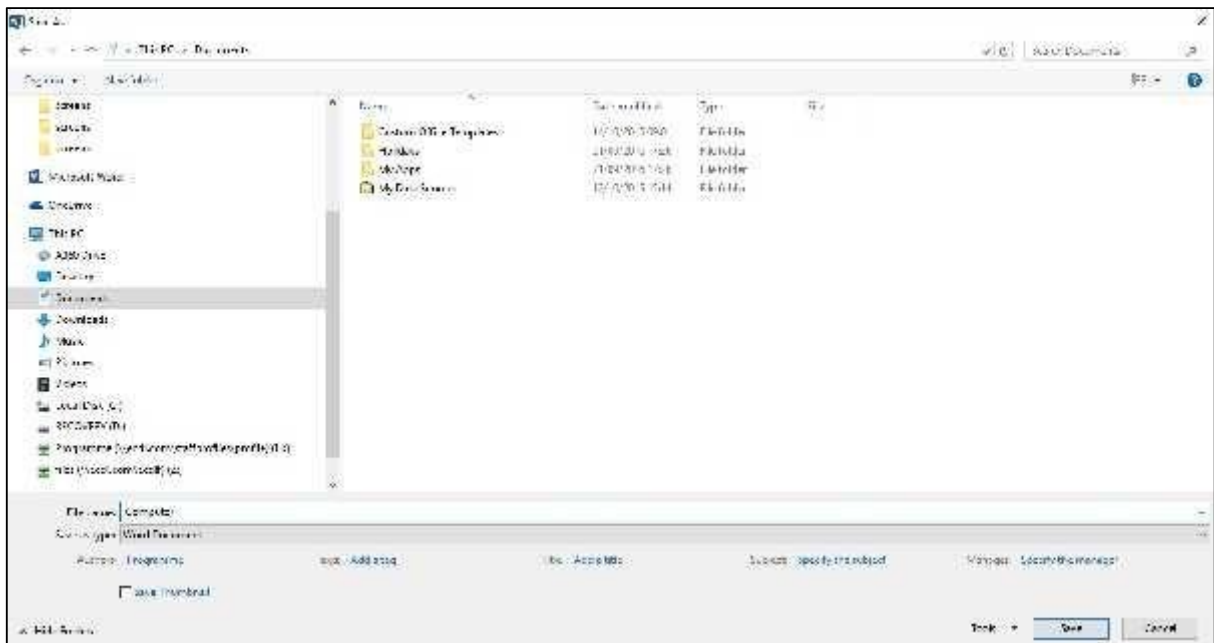
“Word processing is one of the most common uses of a PC.”



KWITA NO KUBIKA-IMIKORO

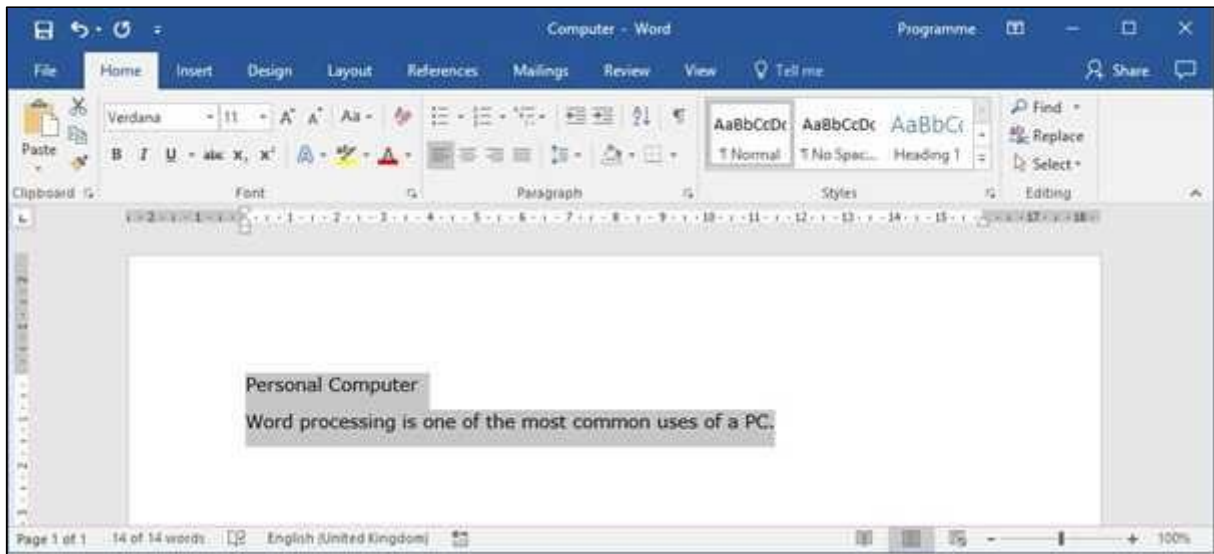
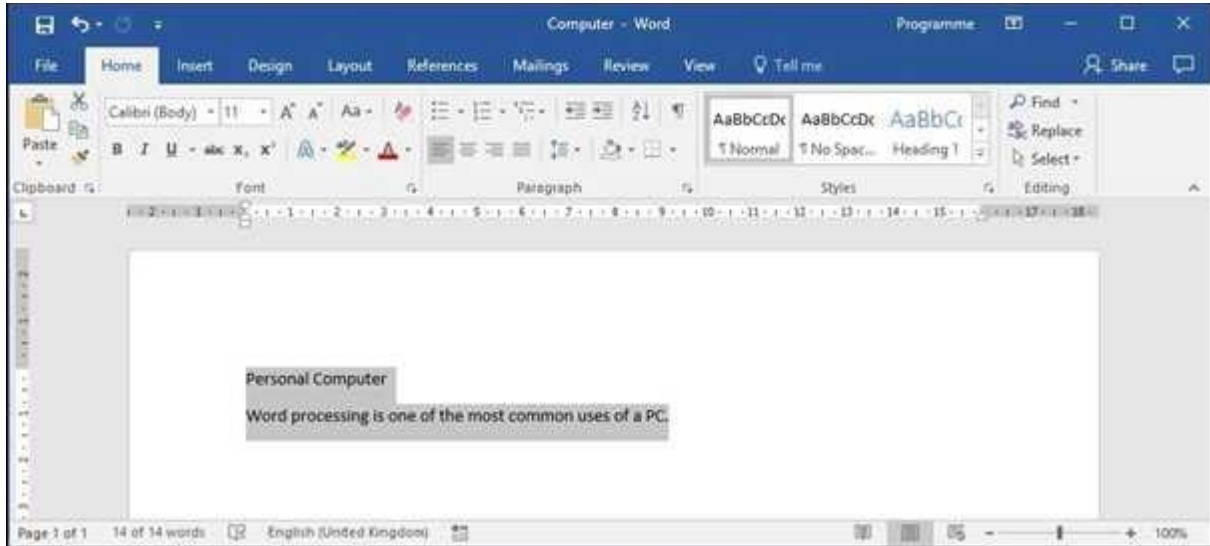
– **Imurira** mwerekana y'imbeba ku gace k'ibikoresho k'ibusamo (**Quick Access Toolbar**) kari ku ruhande rwo hejuru rwa paji maze ukande buto yo kubika (**Save**).

– **Bika** inyandiko mu bubiko bwitwa “**Documents**” iri kuri “**This PC**” (iyi mudasobwa) ukoresheje izina rya dosiye “**Computer**”.



GUHINDURA IMYANDIKIRE– IMIKORO

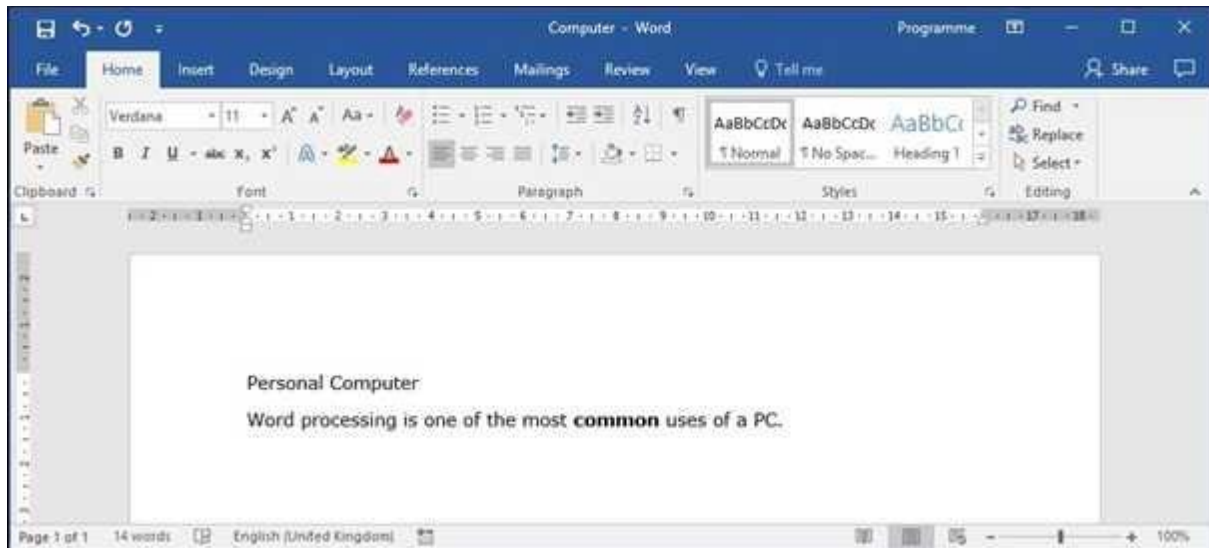
- **Hitamo** amagambo umaze kwandika **uhindure** imyandikire ku buryo bwa “**Verdana**”.



- **Ereka** umwigisha wawe ibyo wakoze.

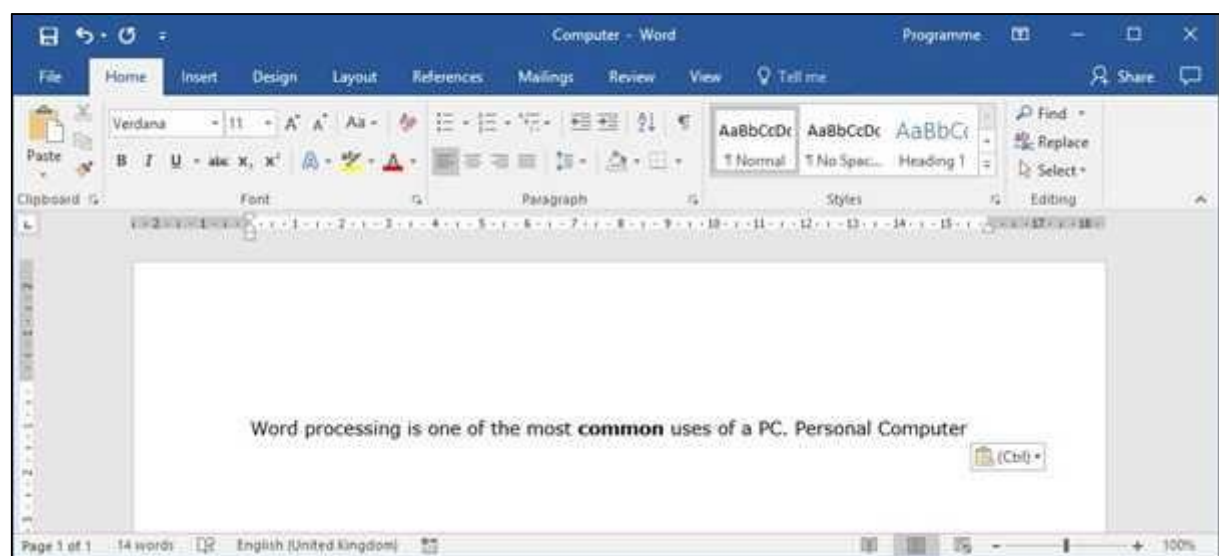
GUTSINDAGIRA, KUBERAMISHA, GUCA UMURONGO-IMIKORO

- **Hitamo** inyandiko “common” maze uyitsindagire/ uyigire (**bold**).



GUKATA NO KOMEKA-IMIKORO

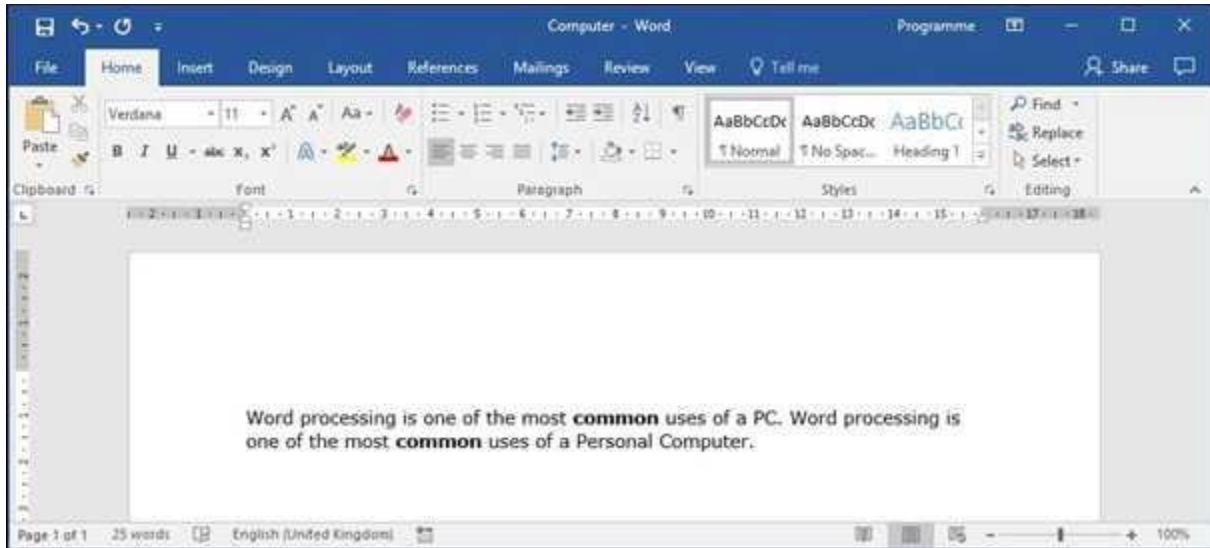
- **Reba** nanone inyandiko umaze kwandika no guhindurira imyandikire.
- **Imurira** inyandiko “Personal Computer” inyuma y'amagambo “Word Processing is one of the most common uses of a PC.” nkuko bigaragara hano hasi.



- **Ereka** umwigisha wawe ibyo wakoze.

GUKOPORORA NO KOMEKA- IMIKORO

- **Reba** nanone inyandiko umaze guhindura.
- **Koporora** amagambo “Word Processing is one of the most common uses of a” maze **uyomeke** hagati y'ijambo “PC.” na “Personal Computer” nkuko bigaragara hano hasi. **Andika** akadomo nyuma y'inyandiko “Personal Computer”.



- **Ereka** umwigisha wawe ibyo wakoze.

KUBIKA-IMIKORO

- **Bika** inyandiko.

GUCAPA – IMIKORO

– **Capa** inyandiko.

Ni gute wacapa gusa paji igezweho (**current page**) mu nyandiko.

.....

.....

.....

.....

Ni gute wacapa kopi 4 z'inyandiko ?

.....

.....

.....

.....

UMUTWE

04

**INTANGIRIRO KU
RUBUGA RWA
MURANDASI**

IBISOBANURO

Intangiriro
Gusuzuma amakuru
Umutekano kuri murandasi
Guhuza na Murandasi
Gutembera ku mbuga
Kumanura Mushakisha yo
kuri murandasi Serivisi
zitangirwa kuri murandasi

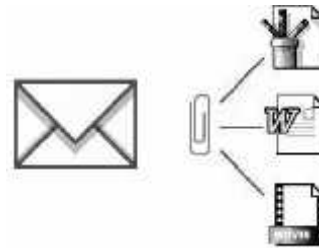


INTANGIRIRO KU RUBUGA RWA MURANDASI-IBISOBANURO

Murandasi ([Internet](#)) bisobanuye impuzamiyoboro y'isi ihuriza hamwe mudasobwa. Murandasi cyangwa interineti ifite uburyo bwinshi butuma habaho gusangira amakuru–nk'ubutumwa bwa imeri, imiziki, amafoto, videwo ndetse n'ibindi byinshi – hagati ya mudasobwa zitandukanye.



Mudasobwa ishobora gukoreshwa nk'isomero, kuko ushobora kubona amakuru ku bintu byose watekerezaho. Aya makuru ashobora guturuka ku bigo by'abanyamwuga cyangwa umuntu uwo ari we wese ushaka kugaragaza ibitekerezo bye n'imyumvire ku nsanganyamatsiko zitandukanye. Iki kiciro cya murandasi cyitwa [urubuga mpuzamahanga \(World Wide Web\)](#) , cyangwa “[WWW](#)” mu mpine.



Ikindi kintu k'ingenzi wakoresha murandasi ni imeri(email) impine ituruka ku ijamba ry'icyongereza 'Electronic Mail'. Imeri ni igikoresho k'itumanaho gikunze gukoreshwa haba mu kazi cyangwa umuntu ku giti cye. Ushobora kuyikoresha ukandika ubutumwa kuri mudasobwa maze ukabwohereza ku yindi mudasobwa binyuze kuri murandasi. Ushobora ndetse no kohereza amafoto, videwo n'ibindi byinshi.

Amakuru yo kuri murandasi aba abitse kuri mudasobwa nini kandi ifite imbaraga zihambaye iba ibitse imbuga zo kuri murandasi ([websites](#)). Urubuga rwo kuri murandasi (Website) ni urwunge rw'amapaji bita amapaji yo ku rubuga (web pages), abitse amakuru ku bigo cyangwa insanganyamatsiko, nk'ishuri , televiziyo, igihugu, ibiruhuko cyangwa ibindi bintu.

Buri paji yo ku rubuga iba igizwe n'ibintu bitandukanye nk'inyandiko, amafoto, amajwi na videwo.

Buri muntu wese ahobora guhanga urubuga kuri murandasi. Kuri murandasi uzahasanga imbuga zubatswe n'ibigo binini, za guverinoma, amashuri, imiryango ifasha cyangwa abantu nkawe !

GUSUZUMA AMAKURU –IBISOBANURO

N'ubwo ushobora gukoresha urubuga mpuzamahanga kugirango ubone amakuru wifuzaza, hari igihe biba ngombwa ko ugenzura ukuri kw'ayo makuru. Ushobora kwiga gusuzuma amakuru yo ku rubuga rwa murandasi wibaza ibibazo bitatu by'ingenzi.

- Ni nde watanze amakuru ?
Genzura umwirondoro n'ubushobozi / ubumenyi bw'umuntu cyangwa ikigo cyatanze amakuru.
- Ayo makuru amaze igihe kingana iki ?
Suzuma niba ayo makuru atararengeje igihe, unarebe niba agifite agaciro.
- Mbese ni igitekerezo cyangwa ni amakuru afitiwe ibimenyetso bifatika ?
Suzuma niba ayo makuru agaragaza ibimenyetso bifatika cyangwa niba ari igitekerezo bwite cy'umwanditsi. Suzuma niba ayo makuru atabogamye cyangwa atagamije ikandamiza.

UMUTEKANO KURI MURANDASI – IBISOBANURO

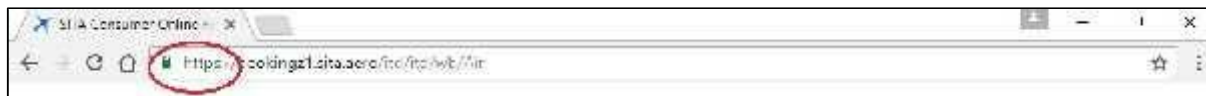
Mu gihe gukoresha mudasobwa bimaze kuba akamenyero mu kazi ka buri muni ku ma miliyoni y'abantu ku isi, umutekano wo kuri murandasi ukomeje kuba ikibazo gikomeye cyane.

Abantu basura imbuga zo kuri murandasi aho bashobora kugura no kugurisha ibicuruzwa, amasaha 24 ku muni, iminsi 7 mu cyumweru. Akenshi kwishyura ibicuruzwa bikorwa hakoreshejwe murandasi, hifashishijwe amakarita ya banki (credit card), aho umuguzi asabwa kwinjiza amakuru ajyanye n'ikarita ye ya banki ku mafishi yo ku mbuga nyuma igiciro cy'ibyo yaguze kikazavanywa kuri konti ye ya banki ihuje n'iyi karita.

Kugirango ibi bikorwe neza, uburyo bwizewe bwo kwinjiza amakuru ajyanye n'ikarita ya banki bwagombaga gushyirwaho, ku buryo amakuru ajyanye n'ikarita ya banki atabonwa cyangwa agakopororwa n'umuntu utabifitiye uburenganzira. Ibi byagezweho hifashishijwe paji zo ku mbuga za murandasi zifite umutekano wizewe zisobekana amakuru y'ikarita yawe uko uyinjizamo. Isobekana rikorwa mu buryo bwo guhindagura amakuru, ku buryo adashobora gusomwa n'umuntu utabifitiye uburenganzira.



Guhuza n'urubuga rwa murandasi biba bifite umutekano iyo aderesi yo kuri paji ya murandasi itangijwe na “[https](#)”, iriya"s" isobanura ("Security" bivuga ko umutekano urinzwe. Ikindi ni uko akamenyetso k'ingufuri kagomba kugaragara iburyo ku mwanya wa aderesi (cyangwa se mu nguni yo hasi iburyo) kuri mushakisharubuga.



imeri ni bumwe mu buryo bworoshye cyane, bwihuse kandi bukora neza mu gutumanaho hagati y'abantu. Nyamara, umutekano wo kuri murandasi ni ngombwa igihe uri gukoresha imeri.

Irobamakuru rizwi ku ijambo rya (" [Phishing](#)") ni ubutumwa bwa imeri bw'uburiganya bwoherezwa bwiyitirira kuba buvuye muri banki, serivisi zo kwishyura zo kuri murandasi, umucuruzi wo kuri murandasi n'ibindi nk'ibyo. Ishobora kugusaba kuvugurura cyangwa gusuzuma umwirondoro wawe n'amakuru ajyanye n'amafaranga, nk'igihe wavukiye, amakuru ku mazina ukoresha n'ijambobanga ryo kwinjira ku mbuga, amakuru kuri konti , numero z'ikarita ya banki, umubare wawe w'ibanga, n'ibindi. Aya makuru ashobora gukoreshwa mu buriganya bugamije indonke bwite.

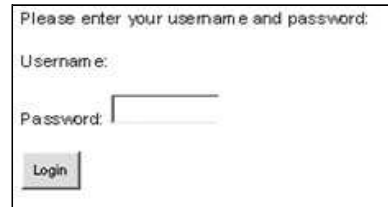
Kwirinda kugwa muri uyu mutego, ntugomba na rimwe gusubiza imeri zigusaba umwirondoro n'amakuru ku mafaranga yawe, kandi ntuzigere na rimwe ukanda ku ihuza (link) iri muri iyo imeri.

Mu myaka ishize imeri yabaye igikoresho kifashishwa n'abantu bamamaza ku buryo bw'uburiganya kandi butangendeye ku mategeko, bayikoresha nk'uburyo buhendutse bwo kohereza amamiriyoni y'ubutumwa ku bantu batabwifuzwa. Bikaba byitwa sipamu ([Spam](#)). Birakomeye cyane kuzigenzura ariko ushobora gukoresha porogaramu za muyunguruzi kugirango ubigabanye.

Imbuga zimwe na zimwe nk'iz'amabanki zikoreshwa gusa n'abakiriya bazo cyangwa abandi babihereye uburenganzira. Kugirango usure izi mbuga, ukenera izina ryo gukoresha ([username](#)) n'ijambobanga ([password](#)). Ijambobanga ni igicenteruro kigizwe n'inyuguti, imibare ndetse n'ibimenyetso bidasanzwe byagora undi muntu gufindura. Bishobora kukugora kwibuka , ariko ni ngombwa ko utagira undi muntu ubwira ijambobanga ryawe.

Iyo wandika ijambobanga ryawe, inyuguti/ imibare wandika ntibigaragara kuri mugaragaza. Ubusanzwe icyo wanditse cyose kigaragara nk'akanyeyeri (*), ku buryo umuntu wese uri kureba adashobora kumenya ijambobanga ryawe.

Izina ry'ukoresha cyangwa 'username' ni uburyo bwo kumenya umuntu ku rusobe mpuzamiyoboro.



Banki zifite amapaji yo ku rubuga agomba kuba afite umutekano uhagije. Nk'urugero, paji ubasha kureba umwirondoro n'amakuru ku mafaranga yawe. Izi paji ziba zifite 'https' ku ntangiriro ya aderesi y'urubuga rwabo kuri murandasi.

GUHUZA MUDASOBWA NA MURANDASI-IBISOBANURO

Kugirango ubashe guhuza (mudasobwa) na murandasi cyangwa kujya kuri interineti ukenera Mutanga serivisi za interineti - [Internet Service Provider- \(ISP\)](#), uzaguha agakoresho kitwa [modemu \(modem\)](#) nk'imwe muri serivisi. Mutanga serivisi za interineti ikora kimwe n'ibigo bitanga serivise za telephone. Urishyura kugirango ubashe guhuza mudasobwa yawe murandasi (kujya kuri interineti). Kuri ubu Musakaza yihuta (Broadband) ni yo ikunzwe n'abantu benshi mu gihe bashakira kujya ku rubuga mpuzamahanga WWW. Ushobora kubona uburenganzira bwo gukoresha Musakaza yihuta binyuze ku murongo wawe wa telefoni cyangwa se ku buryo bw'inziramugozi wahabwa na Mutanga serivisi za interineti ibifitiye ubushobozi. Hari ba Mutanga serivisi za interineti nyinshi, ugomba guhitamo washishoje kuko zifite ibiciro n'imitangire ya serivisi bitandukanye.



Musakaza yihuta y'inziramugozi ([Wireless broadband](#)) igufasha kujya kuri murandasi binyuze mu muyaga hatifashishijwe insinga. Mudasobwa igendanwa ifite ubushobozi bwa nziramugozi (wireless) ishobora gukoreshwa ujya kuri murandasi, igihe aho uri hari isakaza ryihuta rya nziramugozi ([Wireless broadband](#)). Aho hafatirwa interineti igendanwa hakunze hitwa "[hotspots](#)". Ushobora kuyisanga mu mahoteli, utubari, ibibuga by'indege, gare, ibibuga by'imikino, amasomero ndetse no mu biro.

Mu gihe ahafatirwa interineti igendanwa (Hotspots) hamwe na hamwe ikoreshwa n'abemerewe gusa, hari ahandi interineti iba ari ubuntu kandi yakoreshe n'ubonetse wese.

Musakaza yihuta y'inziramugozi ni uburyo bukunzwe bwo kujya kuri murandasi kuko bworoshye gushyiraho, buhendutse kandi ntibuteze icyugazi kuko nta nsinga zikoreshwa. Uretse gukoreshwa kuri Mudasobwa, biranashoboka ko wahuza murandasi na simatifoni cyangwa tabulete ku buryo bw'inziramugozi.

Mudasobwa yawe igomba kuba ifite porogaramu yabugenewe kugirango ukoreshe murandasi inatume ubasha gusura imbuga zitandukanye. Iyo porogaramu yitwa Mushakisharubuga ([web browser](#)) Mushakisharubuga.

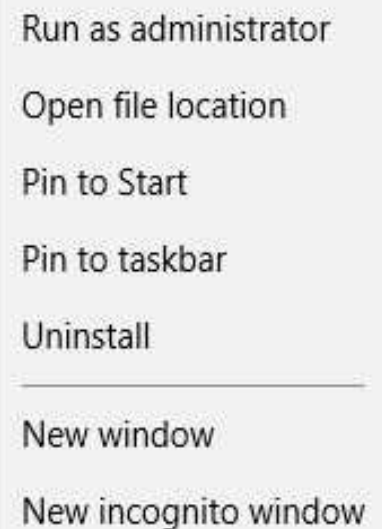


Akenshi usanga yarinjijwe muri mudasobwa mbere yuko uyigura. Urugero rumwe rwa mushakisharubuga ni “Google Chrome”. Igihe cyose ufunguye “Google Chrome”, paji ya mbere ubona yitwa paji ibanza ([home page](#)). Ushobora guhindura paji ibanza ukayigira urubuga ukunda cyangwa se ukaba wayisiga iriho ubusa.

Icyitonderwa:

Iyo udafite agashushondanga ka “Google Chrome” kuri Mugaragaza yawe, Meni y'itangira, cyangwa ku mwanya w'imikoro, ushobora kukahashyira kugirango ujye uyigeraho byihuse igihe ukoresha iki gitabo. Wowe cyangwa umwigisha wawe ushobora kubikora nk'uku:

1. Kanda kuri buto yo kwatsa (Start button).
2. Andika 'Chr'.
 - Urutonde rw'ibitangizwa na 'Chr' ruzagaragara.
3. Hejuru aho urutonde rutangirira, kanda kuri porogaramu ya ([Google Chrome](#)) ukoresheje buto y'iburyo .
 - Meni y'ibishobora gukorwa izirambura nk'uko bigaraga.
4. Kanda kuri 'Pin to start' bisobanuye kubadika ku itangira cyangwa 'Pin to taskbar' bisobanuye Kubadika ku mwanya w'imikoro bitewe n'ibyo wifuza.
 - Agashushondanga ka “Google Chrome” kaziyongera aho wahisemo.



Run as administrator
Open file location
Pin to Start
Pin to taskbar
Uninstall
New window
New incognito window

GUTEMBERA KU MBUGA- IBISOBANURO

Buri rubuga rwo kuri murandasi rugira aderesi rwihariye dukoresha kugirango turugereho. Iyo aderesi yitwa [URL](#) ([Uniform Resource Locator](#))



Reba aderesi ya murandasi (URL) igaragara ku mwanya wa aderesi. Iyi mbonerahamwe irakwerekana icyo ibice bitandukanye bigize aderesi ya murandasi (URL) bisobanura.

http://www.icdl.org			
http://	www.	icdl	.org
porotokore y'iyohereza ya HTTP	Urubuga mpuzamahanga (WWW)	Izina ry'urubuga	Izina rya domene
Iki gice kibwira mudasobwa uburyo yohereza amakuru aya cyangwa ava muri mudasobwa		Iri ni izina ry'urubuga rwa murandasi kuri Mugaragaza yawe.	Iki kikubwira ubwoko bw'urubuga ndetse rimwe na rimwe n'igihugu ruturukamo.

Mu gihe wimura mwerekana y'imbeba kuri paji uzabona ko rimwe na rimwe ihinduka ikagaragara mu ishusho ry'ikiganza.. Ibi bivuga ko wabonye ihuza ku rundi rubuga rwa murandasi. Iri huza ryitwa Ihuza mwandikonyobora ([hyperlinks](#))



Ihuza mwandikonyobora rishobora kuba ijambo cyangwa ifoto. Iyo ari ijambo cyangwa amagambo make (Ijambo-huza), rigaragara mu rindi bara ritandukanye kandi riba riciyeho akarongo, nk'uku :

[READ MORE –SOMA IBIRENZE](#)

Iyo werekeje mbeba yawe ku mwandikonyobora, aderesi (URL) ya paji nshya igaragara ku murongo ndangamimerere (status bar) ku gice cyo hasi cya paji. Ntugire impungenge niba aderesi (URL) ari ndende cyangwa igoye gusobanukirwa. Singombwa ko uyibuka !

Mushakisharubuga yawe ifite ubushobozi bwo kugufasha gutembera ku rubuga mpuzamahanga (www), kubona no kubika amakuru wifuzwa. Iby'ingenzi muri byo bisobanuye ku rutonde rukurikira:



Buto yo gusubira inyuma (**Back**) igusubiza inyuma kuri paji uherutse gusura..



Buto yo kwigiza imbere(**Forward**) ikujyana imbere nanone



Buto “**Home**” ikujyana kuri paji ibanza isanzwe yarinjijwe muri mudasobwa yawe.



Agasanduku k'ishakisha (**Search box**) kakujyana kuri paji ituma ubasha gushakisha amakuru kuri murandasi.



Ubushyinguropaji (**Bookmark**) bugufasha kubika amapaji wasuye ku buryo uyakeneye wakongera kuyareba. Kubika ipaji y'urubuga kanda agashushondanga gasa n'inyenyeri kari ku ruhande rw'iburyo bw'umwanya w'aderesi maze uhitemo ububiko. Hari uburyo butatu ushobora kureba amapaji wabitse mu bushyinguuro bwa paji, koresha umurongo wa 'bookmarks', meni ya bookmarks, cyangwa mucunga ya (bookmarks).

Amakuru y'ishakisha (**History**) igufasha kureba aderesi (URL) z'imbuga wasuye ukoreshe “Chrome” mu minsi 90 ishize. Kureba amakuru y'ibyo wasuye muri mushakisharubuga ya “Chrome”, kanda buto 'More' iri mu nguni yo hejuru y'iburyo , Hitamo 'History' kuri meni yungirije.

Gucapa

Gucapa paji y'urubuga koresha (Ctrl+P)

KUMANURA- IBISOBANURO

Ushobora kubika kopi ya dosiye uvanye kuri murandasi ukayishyura muri mudasobwa yawe. Ishobora kuba ari porogaramu y'ubuntu (freeware), inyandiko, ifoto cyangwa umuziki. Nibwo byitwa kumanura ([downloading](#)) dosiye.



Fungura mushakisha ya “Chrome” maze ujye kuri paji iriho dosiye ushaka kumanura. Jyana imbeba kuri dosiye ushaka kumanura, ukande iburyo maze uhitemo 'save as'. Hitamo aho ushaka kubika iyo dosiye maze ukande buto yo kubika (SAVE). Iyo dosiye itangiye kumanuka umwanya w'imikoro igaragaza aho uwo mukoro ugeze. Iyo birangiye izina rya dosiye riragaragara. Kanda ku izina rya dosiye kugirango ifunguke.



Niba wamanuye porogaramu zimwe na zimwe, ushobora gukenera kuyinjiza muri mudasobwa kugirango ikore. Niba wamanuye inyandiko cyangwa ifoto, ugomba gufungura ububiko bw'aho wayishyize kugirango uyibone.

MUSHAKISHA YO KURI MUDASOBWA-IBISOBANURO

Mushakisha yo kuri mudasobwa ireba mu ma miliyoni y'amapaji y'imbuga. Habaho mushakisha nyinshi kuri murandasi. Zose zikora kimwe. Wandika ijambo cyangwa interuro mu kazu ko gushakisha (Search box) kaba kuri paji y'urubuga. Urugero, ushobora kwandikamo “training course” bisobanuye amahugurwa. Mushakisha izakubonera amakuru ajyanye n'ibyo wanditsemo.

Kuko murandasi ari nini cyane, ikuzanira ibyabonetse birenze ibyo ukeneye;



SERIVISI ZITANGIRWA KURI MURANDASI– IBISOBANURO

Hari ibigo byinshi kuri interineti bitanga serivisi zitandukanye hifashishijwe murandasi. Inyinshi muri izi serivisi zitangirwa ubuntu, ariko hari zimwe zisaba kwishyura. Muri izo serivisi harimo imeri, guhahira kuri murandasi, serivisi rusange za leta, uburezi n'amahugurwa, amakuru ku ngendo no kubikisha (ibyumba bya hoteli , imodoka, n'ibindi), amakuru y'akazi n'ubuzima.

Amoko ya serivisi zitangirwa kuri murandasi

Guhahira kuri murandasi

Muri iyi minsi amaduka menshi afite imbuga bwite kuri murandasi aho ushobora kureba no kugura ibicuruzwa, amanywa n'ijoro, iminsi irindwi y'icyumweru. Niba ufite mudasobwa wahuje na murandasi (iri kuri interineti) ushobora gusura izi mbuga ukareba ibicuruzwa bafite. Bimwe mu bikunze kugurirwa kuri murandasi harimo ibitabo, imyenda, inkweto, amafirimi, imikino, amatike y'indege, ibikoresho by'amashanyarazi n'ibiribwa.

Urugero, ku iduka riri kuri murandasi, ushobora kubona icyo wifuza ukoresheje akazu k'ishakisha kari ahagana hejuru kuri paji ukandikamo icyo wifuza, cyangwa ugashakisha mu byiciro bitandukanye by'ibicuruzwa bihari.

Iyo wamaze guhitamo ibicuruzwa wifuza, ubishyira mu gatebo kawe. Iyo umaze guhitamo ibyo wifuza byose, ukomereza aho bishyurira ukaba urangije kugura.

Ubucuruzi

Hari amoko menshi y'ubucuruzi bukorerwa kuri mudasobwa. Izo ni nko kwishyura fagitire zawe wifashishije murandasi kugeza ku kugura no kugurisha imitungo.

Urugero, ku rubuga rugurisha imitungo , ushobora gushakisha imitungo iri ahantu runaka. Ushobora guhitamo kureba imitungo ikodeshwa cyangwa se igurishwa, kandi ushobora no guhitamo igiciro ntarengwa.

Ibikorwa bya Leta kuri murandasi (e-Government)

Ushobora kubona amakuru na serivize bya Leta kuri murandasi. Izi serivisi zigiye zitandukanye bitewe n'igihugu.

Urugero : Mu bihugu bimwe na bimwe , ushobora kwishyura imisoro ndetse ukishyura amafaranga wakoresheje mu kwivuzwa, gusaba icyemezo cy'amavuko, kwiyandikisha ku bashaka uruhushya rwo gutwara ibinyabiziga wifashishije urubuga rwa Leta ruri kuri murandasi.

Urugero rw'urubuga rwa Leta ruri kuri murandasi ni Irembo, Igikorwa cyatangijwe na Leta y'u Rwanda cyo gutanga serivisi ku baturarwanda hakoreshejwe murandasi.



Gusura Irembo, fungura mushakisharubuga yawe ubundi winjizemo iyi aderesi (URL) : www.irembo.gov.rw

Kuri paji ibanza y'irembo, urahasanga serivise zikunzwe gushakishwa zikurikira: Ikemezo cy'amavuko, kwiwandikisha gukora ibizamini byo gutwara ibinyabiziga, ikemezo cy'uko wakatiwe cyangwa utakatiwe n'inkiko. Kanda kuri serivisi runaka kugirango ubone ibisobanuro birambuye. Urugero, kanda ku kemezo cy'amavuko, urabona ipaji igaragaza amakuru ku bijyanye n'ushobora kugisaba n'izindi nyandiko zikenerwa kugirango uhabwe ikemezo cy'amavuko.

Kugaruka kuri paji ibanza y'Irembo, kanda ku gashushondanga k'akazu gato kari hejuru ku ruhanda rw'ibumoso rwa paji.

Aho paji ibanza itangirira hari akazu karimo inyandiko, ' gushakisha serivisi', aho ushobora gushakisha izindi serivisi. Urugero: Andika 'uburezi' mu kazu k'ishakisha, ubundi ukande buto (ENTER). Urabona urutonde rw'inyandiko n'ibisobanuro bijyanye n'uburezi.

Uburezi n'amahugurwa

Aho waba uri hose ku isi ufite interineti, ushobora kubona porogaramu nyinshi z'uburezi n'amahugurwa bitangirwa kuri murandasi.

Inyinshi zagenewe abakoresha mudasobwa zabo bwite, amashuri na za kaminuza n'ibigo by'ubucuruzi kandi hatangwa impamyabumenyi zemewe ku isi yose.

Ingendo

Hafi y'ingendo zose zishorobora gutegurirwa kuri murandasi, uhereye ku kubikisha itike y'urugendo kugeza kukubikisha hoteli.

Akazi

Kuri murandasi hari serivisi nyinshi zijyanye n'akazi nko gufasha abantu kubona akazi cyangwa kugatanga, uburezi n'amahugurwa, inkunga z'amafaranga.

Ubuzima

Serivisi z'ubuzima zitangirwa kuri murandasi zikubiyemo kugaragaza aho wasanga serivisi z'ubuzima mu nsisiro, kubona raporo cyangwa izindi nyandiko zijyanye n'ubuzima.

IFISHI IRI KURI MURANDASI-IBISOBANURO

Amafishi ari kuri murandasi ni uburyo bwo gukusanya amakuru aturuka ku bakoresha urubuga runaka. Amafishi atuma ukoresha urubuga abasha kwinjiza amakuru akoresheje utuzu ukandamo ugahitamo igisubizo kimwe cyangwa byinshi, meni, umwanya wandikwamo na buto yo kohereza (SUBMIT). Ifishi iri kuri murandasi ishobora gukoreshwa mu gutumiza ibicuruzwa no kwinjizamo amakuru ajyanye no kwishura ku rubuga rwa murandasi. Ifishi isanzwe yo gutumizaho ibicuruzwa kuri murandasi ishobora kuba imeze itya:

The image shows a registration form with the following elements:

- First Name * (text input)
- Last Name * (text input)
- Email * (text input)
- Shipping Address * (text area)
- Country (dropdown menu showing Rwanda)
- Quantity (dropdown menu)
- Packing and Postage Fee (\$6 USD)
- Let me know when new products are available on the website.
- By submitting this form, you certify that the information provided is true and correct, and accept our [Conditions of Use](#).
- Submit button
- * indicates required fields

Iyo amakuru yinjijwe mu ifishi iri kuri murandasi, amakuru shingiro ahita agenzurwa cyangwa akemezwa ako kanya.

Iyo amakuru shingiro akocamywe yinjijwe mu mwanya wo kuzuzamo ku ifishi iri kuri murandasi, cyangwa umwanya ugomba kuzuzwamo nk'izina urimo ubusa; ubutumwa bwereka ikosa buhita bugaragara. Ushobora kubona ubutumwa buvuga ngo 'uyu mwanya ugomba kuzuzwamo' (This field is required)

UMUTWE

04

INTANGIRIRO KU RUBUGA RWA
MURANDASI

IMIKORO

Intangiriro
Gusuzuma amakuru
Guhuza na murandasi
Umutekano kuri murandasi
Gutembera kuri murandasi
Mushakisha yo kuri murandasi
Kumanura
Serivisi zitangirwa kuri murandasi



INTANGIRIRO-IMIKORO

Urubuga rwa murandasi ni urwunge rw' ahurijwe hamwe n'amahuza yitwa Zimwe muri paji zimenyerewe z'imbuga ziba zikubiyemo inyandiko, amafoto, amajwi, videwo n'amashusho anyeganyega (animation). Porogaramu yabugenewe ikenerwa mu kureba imbuga zo kuri murandasi yitwa

GUSUZUMA AMAKURU –IBISOBANURO

Ni ibihe bibazo bitatu wagombye gusubiza mu gihe uri gusuzuma amakuru ari ku rubuga rwa murandasi ?

1:

2:

3:

GUHUZA NA MURANDASI-IBISOBANURO

Ni ubuhe bwoko bwa musakaza yihuta wakoresha ushaka kujya kuri interineti (guhuza na murandasi) udakoresheje imigozi ?

.....

Ni gute bita ahantu hari musakaza yihuta ?

.....

- **Cana** mudasobwa yawe nanone. **Tegereza** yake neza.
- **kanda** ku gashushondanga kerekana ihinanzira rigana kuri “Internet Explorer” kagaragara kuri mudasobwa (PC desktop).

UMUTEKANO KURI MURANDASI – IMIKORO

Ni irihe zina ry'igikorwa cy'uburiganya kijyanye no kohereza imeri zitirirwa ibigo byemewe n'amategeko nka banki, zisaba kuvugurura cyangwa gusuzuma umwironoro wawe n'amakuru ajyanye n'amafaranga , nk'igihe wavukiye, amakuru ku mazina ukoresha n'ijambobanga ryo kwinjira ku mbuga, amakuru kuri konti , numero z'ikarita ya banki ?

Reba kuri paji ya murandasi ikurikira. Ni ibihe bintu bibiri bigarargaza ko iriya paji ifite ihuza na murandasi rifite umutekano uhagije.



- **Kanda** rimwe ku mwanya wa aderesi, **maze wandikemo** aderesi URL www.icdlafrica.org/digitalcitizen ubundi **ukande buto** yo kwinjiza (ENTER).

Uru ni urubuga bwite rwa murandasi. Ugomba kwinjizamo izina ry'ukoresha n'ijambobanga kugirango ubone paji z'uru rubuga.

- Mu kazu ko kuzuzamo izina ry'ukoresha **andikamo** “Digital”. Mu kazu ko kuzuzamo ijambobanga **andikamo** “Citizen”.
- **Kanda** buto yo kwinjira (Login)

Urahita ubona paji nshya ikubwira ibijyanye n'igikorwa cya siporo hariho n'ifishi wakoresha utumiza/ubikisha itike. Muri icyo fishi uruzuzamo ibi bikurikira.

- **Hitamo 2** Kuri Meni ifunguye ahagaragara umubare w'amatike (**Number of tickets**) nyuma **uhitamo** ku wa 6 Nzeri (**September 6th**) kuri meni ifunguye ahagaragara umunsi (**Day**).
- Ubirangije, **KANDA** buto yo kohereza ('Submit')
- Niba wujuje neza ifishi , mugaragaza irakwerekana interuro '**Your ticket order has been received!**' bisobanura ngo' Ugutumiza amatike kwawe kwakiriwe'. Niba ubonye iyi paji, **Bwira** umwigisha wawe ko wujuje ifishi neza.

GUTEMBERA KU MBUGA- IMIKORO

- **Kanda** rimwe ku mwanya wa aderesi maze **wandikemo** aderesi URL <http://www.icdlafrica.org/information>.
- **Erekeza** mwerekana y'imbeba yawe ku mwandikonyobora "[Learn More](#)" ariko ntukande.

Reba ku murongo ndangamimerere (status bar) ku gice cyo hasi cya paji y'urubuga. **Sobanura** ibyo wabonye kuri uyu mwanya wasizwe hano hasi

Kanda mwandikonyobora (hyperlink). Ubu uri gutembera kuri murandasi.

Ongera urebe ku mwanya wa aderesi. **Andika aderesi** URL ubona ku mwanya wa aderesi mu mwanya wasizwe hano hasi.

Reba ibyo wanditse ku kibazo cya nyuma wasubije. Ni ibiki ubona ?

Umenye/wibuke ko buri paji yo ku rubuga iba ifite aderesi yo ku rubuga yihariye.

Gusubira inyuma ujya kuri paji uherutse gusura, ntukeneye kongera kwandika aderesi URL.

- **Shaka** buto ifite akambi gatunze ibumoso kari ku mwanabikoresho wo gutembera kuri mudasobwa (navigation toolbar)



Ni iki noneho kigaragara ku mwanya wa aderesi

-
- **Subira** ku rubuga rufite inyito 'Welcome to the Digital Citizen Workbook Web Site'.
 - Niba utabasha kuyibona ukoresheje buto yo gusubira inyuma 'Back', **Kanda** ku mwanya wa aderesi maze **wandike** aderesi ((www.icdlafrica.org/digitalcitizen)).

- **Kanda** inyandiko y’ihuza “Who is Digital Citizen for?” Iri munsi y’indi inyandiko y’ihuza “More Information”. Ni irihe jambo rya mbere ku rutonde ?
-
-

- **Subira** kuri paji y’urubuga rufite inyito ‘Welcome to the Digital Citizen Workbook Web Site’. Niba utabasha kuyibona ukoresheje buto yo gusubira inyuma 'Back' **Andikamo** <http://www.icdlafrica.org/digitalcitize/> Maze **Ukande** buto yo kwinjiza (ENTER) ariyo buto yo kwinjira.

MUSHAKISHA YO KURI MURANDASI-IMIKORO

- Mushakisha yo kuri murandasi ni iki ?
-
-

- **Bwira** umwigisha wawe ko witeguye gushakisha amakuru kuri murandasi. **Saba** aderesi (URL) ya mushakisha yo kuri murandasi.
- **Andika** iyi (URL) mu mwanya w'aderesi maze **ukande** buto yo kwinjira('ENTER').
- Mu kazu ko gushakisha, **andika** ijambo “holidays” Kanda kuri buto yo gushakisha ('Search').
- Mushakisha yo kuri murandasi yabonye inyandiko zingahe ?
- Noneho **Kanda** mu kazu k'ishakisha nyuma y'ijambo “holidays” maze **wandike** ijambo, “Spain”. **Kanda** kuri buto y'ishakisha 'Search' cyangwa **Ukanda** buto (ENTER).

Ubu noneho mushakisha yo kuri murandasi yabonye inyandiko zingahe ?

Ni ukubera iki umubare w'ibyabonetse ku ishakisha rya kabiri utandukanye n'uwabonetse mbere ?

- **Reba** urutonde rw'ibyabonetse. **Kanda** kuri kimwe mu byabonetse ubona gishishikaje. **Soma** iyo nyandiko maze **wandike** interuro ishishikaje wasomye kuri iyo paji.
-

Ni iyihe buto ukanda iyo ushaka gusubira inyuma ho paji imwe

Ni inshuro zingahe ugomba gukanda kugirango usubire kuri paji ibanza ya mushakisha wo kuri murandasi ?

- Ubu uri kuri paji ibanza ya mushakisha yo kuri murandasi. **Siba** ijambo “holidays Spain”. **Andikamo** izina ry'ikinyamakuru ukunda. **Andika** izina ry'icyo kinyamakuru mu mwanya wasizwe hano hasi
-

- **Kanda** kuri buto ishakisha ('Search') cyangwa **ukande buto yo kwinjiza (ENTER)**. **Andika** umutwe umwe w'inkuru wakuye/wabonye mu kinyamakuru mu mwanya wasizwe hasi.
-

KUMANURA-IMIKORO

- **Subira** ku rubuga rufite inyito ‘Welcome to the Digital Citizen Workbook Web Site’. Niba utabasha kuyibona ukoresheje buto yo gusubira inyuma 'Back', **andikamo** <http://www.icdlafrica.org/digitalcitizen/> Maze **Ukande** buto yo kwinjiza “ENTER”.
- **Kanda** ku nteruro y'ihuza “Download an ICDL” (Document) iri munsu y'inyandiko “More information”.
- **Kurukiza** amabwiriza ari kuri mugaragaza maze umanurire 'download' inyandiko mu isomero ry'inyandiko.
- **Tubya 'Minimise'** akadirishya ka mushakishambuga (Google Chrome).
- **Fungura** isomero ry'inyandiko kuri desktop.
- **Fungura** inyandiko 'ICDL Document' umaze kumanura.

Iyo nyandiko ifite amapaji angahe ?

-
- **Soma** paji 2. (ICDL) ivuga iki mu magambo arambuye?

-
- **Funga** inyandiko.
 - **Funga** isomero ry'inyandiko.

SERIVISI ZITANGIRWA KURI MURANDASI- IMIKORO

Vuga ubwoko butatu bwa serivise zitangirwa kuri murandasi :

1.....

2.....

3.....

Kuri buri bwoko bwa serivisi wavuze, shaka urubuga rutanga iyo serivisi kuri murandasi "

1.....

2.....

3.....

Fugura mushakishambuga maze ukande rimwe mu mwanya wa aderesi. Andikamo adeaesi URL www.irembo.gov.rw

Vuga amoko abiri ya serivisi za leta zitangirwa kuri uru rubuga.

1.....

2.....

IFISHI IRI KURI MURANDASI - IMIKORO

Ifishi iri kuri murandasi ni iki ?

.....

Ni ryari ubutumwa bw'ikosa bushobora kugaragara ku ifishi iri kuri mudasobwa ?

.....

UMUTWE

05

ITUMANAHO

IMIKORO

Intangiriro

Gufungura imeri

Gusubiza imeri

Kohereza imeri usanganywe ku wundi

Imbaga zihuzwa na murandasi

Ubutumwa bw'ako kanya

Itumanaho ku buryo bw'amajwi rikoresha murandasi / Voice over the Internet Protocol (VoIP)



ITUMANAHO- IBISOBANURO

Itumanaho-Intangirio

Interiniti ntabwo ishingiyeye gusa ku gushakisha amakuru no gukoresha serivisi za interineti ahubwo ni n'uburyo bwiza bwo gutumanaho hagati y'abantu ku giti cyabo cyangwa amatsinda. **Imeri** ni inzira rusange yo kohereza amakuru y'umuntu ku giti ke cyangwa amakuru y'ubucuruzi. **Imbaga zihuzwa na murandasi** zikomeje kwiyongera ariko zinakoreshwa na rubanda mu kuvugana n'inshuti, umuryango cyangwa abantu bafite inyungu rusange bahuriyeho. **Ubutumwa bw'ako kanya** no gutumanaho ku bw'amajwi binyuze kuri murandasi (**Voice over Internet Protocol-VoIP**) ni uburyo bw'ingezi bwo gutumanaho hagati y'abantu binyuze kuri murandasi.



Imeri-Intangiriro

Imeri (E-mail) mu magambo arambuye ni “**Electronic mail**”. Imeri ni uburyo bwo gutumanaho bukoresha ikoranabuhanga rya dijitali. Mugihe wohereje ubutumwa ku muntu, bujya mu **gasanduku kakira ubutumwa bwa imeri (email box)**. Uyu ni umwanya uba kuri murandasi ya mutanga-serivisi za interineti (ISP) ukaba witwaga seriveri y'ubutumwa (mail server). Mu gihe inshuti yawe yinjijye kuri interineti ishobora kureba ikanafungura ubutumwa wohereje.



Ushobora kohereza inshuti yawe kopi za dosiye zibitse kuri mudasobwa yawe ukoresheje imeri. Dosiye ishantitswe ku butumwa twakwita umushandiko(**attachment**) umuntu agenekereje.

Ubutumwa-mushandiko(attachment) burakoreshwa cyane ariko ugomba kwitonda mu gihe ubwohereza cyangwa ubwakira. Ni ngombwa kubanza kubika no gusuzuma/gusikana ubwo butumwa-mushandiko mbere yo kubifungura. Ibi bigufasha gusuzuma no gusiba virusi zishobora kuba ziri muri icyo dosiye yoherejwe nk'umushandiko mu butumwa.

Dosiye nini zifata umwanya munini kuzohereza no kuzakira, rero ni byiza ko wakohereza umushandiko muto.

VIRUSI ni porogaramu ntoya yoherezwa hamwe n'umushandiko uri kuri imeri. Zishobora gutera mudasobwa yawe kwangirika. Ushobora kurinda virusi mudasobwa yawe witondera ibintu bitandukanye. Jya witondera imeri zivuye ku bantu utazi. Niyo waba uzi uwayohereje, jya wigengesera ku bijyanye n'inyomoka utateganyaga kubona. Rimwe na rimwe imeri zifite virusi zishobora koherezwa n'uwohereje imeri atabizi. Ushobora kurinda mudasobwa yawe virisi winjizamo porogaramu zirinda virusi zitwa **antivirusi** (Antivirus programme). Iyi porogaramu izashakisha virusi kuri mudasobwa yawe inazikuremo.

Aderesi ya imeri, kimwe na aderesi zisanzwe z'iposita, ziba zikenewe kugirango ubutumwa bugere k'uwo bugenewe nyakuri.

Aderesi ya imeri ikubwira uwo imeri yohererejwe n'aho agasanduku ke ka imeri gaherereye.

[who@where \(nde@hehe\)](#)

Urugero:	david	@	imeri	.com
	Izina ry'umuntu	yanjye	kuri izina ry' ikigo	izina rya domene

Wibuke ko imeri ya aderesi ishobora kuba igizwe n'inyiguti, imibare, akarongo ko munsu n'utubago.

Urugero: [john_byrne23@mymail.com](#)

Hari ubwoko bubiri bwa konti za imeri

Konti za imeri zitangwa na mutangaserivisi za murandasi (ISP).

(ISP) ishobora kuguha konti ya imeri igihe uguze serivisi zayo. Iyi Konti ituma habaho gucunga/kugenzura imeri zawe kuri mudasobwa ukoresheje porogaramu zifasha kureba imeri nka “Microsoft Office Outlook”. Mutangaserivisi za murandasi (ISP) kandi ziguha uburenganzira bwo kwinjira muri konti ya imeri ukoresheje mudasobwa iyo ari yo yose ifite interineti na mushakisharubuga (browser). Ibi ni ingenzi mu kureba imeri zawe igihe uri mu rugendo. .

Konti za imeri zo ku mbuga za murandasi

Kuri rubanda nyamwinshi, konti y'ubuntu ni yo nziza kurusha iyo bishyura ! Inyinshi mu mbuga zitanga imeri z'ubuntu zinatanga serivisi zifasha kubika imeri, urutonde rw'abo mutumanaho n'aho babarizwa, gahunda n'ibindi byinshi mu mutekano usesuye. Ni byiza kandi kuko ushobora gusura konti yawe ya imeri aho waba uri hose igihe ufite interineti. Nyamara, kubera ko izo serivisi ari ubuntu, iyo hari undi muntu wafunguye aderesi imeze nk'izina ryawe, ntushobora gufungura indi imeri imeze nezaneza n'iyo yafashwe. Niba izina ryawe ari John Doe ugasanga 'johndoe@gmail.com' yaramaze gufatwa, ubwo ugomba gufungura iyindi mu kimbo k'iyo wifuzaga, nk'urugero:

['johndoe2007@gmail.com'](#).

zimwe mu mbuga zitanga imeri z'ubuntu ni:

- Gmail <http://www.gmail.com>
- Yahoo Mail <http://www.yahoo.com>
- Microsoft Mail <http://www.outlook.com>

Mu gihe winjiye ku rubuga rwa imeri, uzabona ibintu byinshi izo mbuga zihuriyeho.

Ibyinjiye (Inbox)

Ubu ni ububiko bujyamo ubutumwa wakiriye. Kureba ubutumwa wakiriye, bukandeho.

Buto yo kwandika (ubutumwa bushya/ new email)

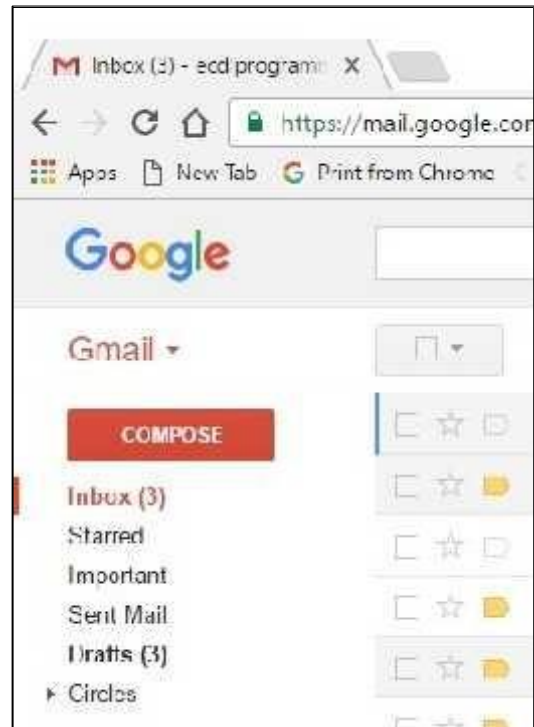
ukanda iyi buto kugirango ufungure akadirishya k'ubutumwa bushya.

Kohereza

Ubu ni bubiko bubamo kopi za imeri zose wohereje.

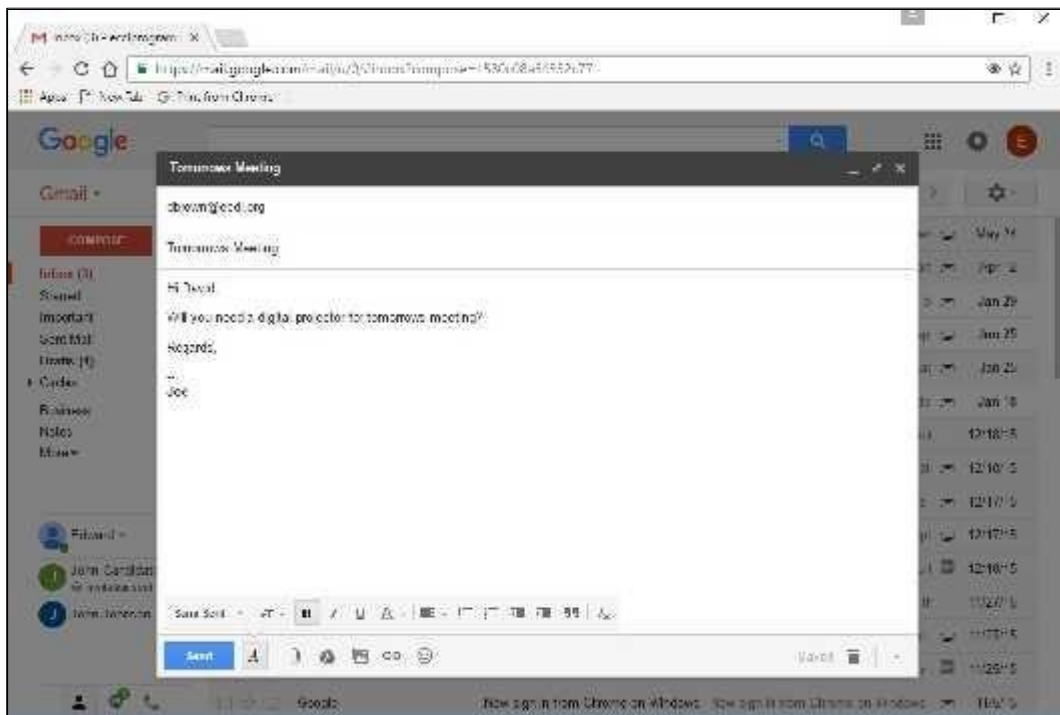
Agatabo ka aderesi (Adress book)

Uru ni urutonde rwa aderesi za imeri zose ukoresha kenshi.



GUHANGA IMERI – IBISOBANURO


1. **Kanda** kuri buto **yo kwandika (compose)** ; rimwe na rimwe usanga bayita **'new'** bivuga 'gishya' cyangwa **'new mail'** bisobanuye **'imeri nshya'**
2. **ANDIKA** aderesi imeri y'umuntu wifuza koherereza ubutumwa mu kazu ka (' To') bisobanuye 'Kuri'.
3. **Andika** ijambo cyangwa abiri usobanure icyo ubutumwa bugendereye mu mwanya wa ('Subject') bisobanuye ' insanganyamatsiko'.
4. **Andika** ubutumwa mu mwanya munini w'inyandiko.
5. **Kanda (Send)** bisobanuye 'Koherereza' igihe wamaze gutegura byose.

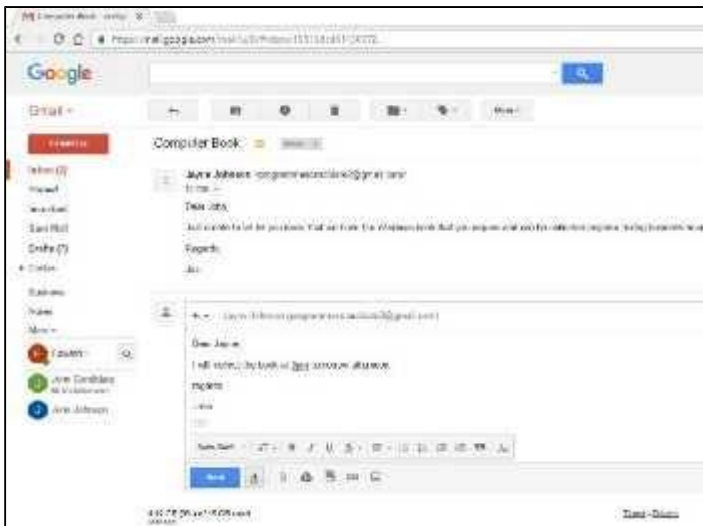


GUSUBIZA IMERI– IBISOBANURO

Ushobora gusubiza imeri y'uwakwandikiye bitabaye ngombwa ko wongera kwinjizamo aderesi ye. Ihita isubira ku muntu wayohereje.


Niba ushaka gusubiza imeri:

1. **Kanda** kuri buto  iri kuri paji y'urubuga rwa imeri.
2. Igihe akadirishya k'ubutumwa kongeye gufunguka, uzahita ubona ko aderesi imeri yujuje mu mwanya wabigenewe. Umwanya w'aho bandika insanganyamatsiko y'ubutumwa iba ifite inyuguti “RE” imbere y'insanganyamatsiko yari isanzwe iri ku butumwa ugiye gusubiza. Ushobora **guhitemo** kurekeraho ubutumwa bwari burimo cyangwa wasiba mbere yo kwandika usubiza.
3. **Kanda (Send)** bisobanuye 'Kohereza' igihe wamaze gutegura byose.



KOHEREZA IMERI USANGANYWE KU WUNDI – IBISOBANURO

Rimwe na rimwe wakira imeri utekereza ko wagombye kohereza undi muntu. Ushobora guhita woheraza ubwo butumwa bwose ku wundi muntu ku buryo bworoshye cyane.

1. **Kanda** kuri buto (**Forward** ) bisobanuye kohereza ku wundi kuri paji y'urubuga rwa imeri.
2. Mu gihe akadirishya k'ubutumwa gafungutse, umwanya w'ahajya ubutumwa('To') uba urimo ubusa, utegereje ko winjizamo aderesi imeri nshya. Umwanya w'ahandikwa impamvu y'ubutumwa uzaba ufite inyuguti “FW” imbere y'impamvu y'ubutumwa bw'umwimerere. Ushobora **kongeraho** igitekerezo cyawe hejuru y'iyi imeri umwoherereje iturutse ahandi kugirango amenye impamvu uyohereje.
3. **Kanda “Send”** bisobanuye 'Ohereza' mu gihe wamaze

gutegura ibindi byose.

IMBAGA ZIHUZWA NA MURANDASI – IBISOBANURO

Imbuga zo kuri murandasi ni ihuriro ry'abantu bakoresha imbuga nkoranyambaga n'abakina imikino yo kuri mudasobwa bigatuma bavugana hagati yabo hakoreshejwe murandasi.

Muri iyi myaka ya vuba **imbuga nkoranyambaga** zarakunzwe cyane. Izi mbuga ziba zigamije kubaka umubano rusange hagati ya rubanda. Iyi mubano ishobora gushingira ku kureba umwirondoro ku rukuta rw'abandi bakoresha izo mbuga (Profile page) ukaba ushobora no kubavugisha. Eshatu mu mbuga nkoranyambaga zizwi kurusha izindi ni : (Facebook), (Twitter), na (LinkedIn).



Mu gihe umuntu ashaka kuba umwe mu bakoresha urubuga nkoranyambaga, asabwa kuzuba umwirondoro we kuri paji yabigenewe. Iyo bemerewe kwinjira kuri urwo rubuga , bashobora, iyo babishatse, gusangiza umwirondoro wabo abandi basanzwe kuri urwo rubuga nk'uko na bo baba barabikoze kugirango babashe kumenyana hagati yabo. Imbuga nkoranyambaga zimwe na zimwe ziba ziriho gusa abantu bafite inyungu rusange cyangwa imirimo bahuriyeho nka siporo, poritiki, ubumenyi bwa siyansi, uburezi, imikino yo kuri mudasobwa, n'ibindi. Ibi bizwi ku mazina y'imbuga za forumu zo kuri interineti, za cati (chat), z'imikono yo kuri mudasobwa. Izindi mbuga nkoranyambaga ziba zifite inyungu rusange zagutse.



Kuko imbuga nkoranyambaga ziba zihuriyeho abantu benshi bataziranye neza, ugomba kwitonda igihe usangiza amakuru yawe bwite. Abantu bamwe na bamwe bashobora kwiyitirira abo batari bo ,bakabikoresha mu gushaka indonke zabo bwite nko gushukashuka abakiri bato, kwiba amakuru no

gukwirakwiza virusi zo kuri mudasobwa. Igihe ukoresha imbuga nkoranyambaga ni ngombwa ko wirinda usuzuma neza amakuru yawe bwite usangiza abandi. Inyinshi mu mbuga nkoranyambaga ziguha uburyo bwo kurinda amakuru yawe bwite. Ibi bituma ugena amakuru yawe bwite ashobora kubonwa n'uwo ariwe wese. Ushobora guhitamo kugabanya amakuru yawe bwite agaragara kuri izo mbuga.

Ku bw'iterambere rya murandasi, ubu biroroshye cyane guhererekanya amakuru n'ibitekerezo ku buryo butigeze bubaho mbere. Ibi bishobora kugerwaho mu gukora ikinyamakuru rubuga (Blogs) , amajwi yafashwe (podcasts), amashusho, amajwi ndetse na videwo bibasha kurebwa cyangwa kumanurwa hakoreshejwe murandasi.

Ikinyamakuru rubuga (Blog) ni urubuga cyangwa igice cy'urubuga gishobora gufata ishusho y'ikinyamakuru cyo kuri murandasi. Akenshi izi mbuga zikorwa kandi zikitabwaho n'abantu ku giti cyabo bavugurura izi mbuga, bashyiraho amakuru ku bintu runaka bijyanye n'inyungu zabo. Abandi bantu bashobora gusura icyo kinyamakuru rubuga, bagasoma ibyashyizweho bahereye ku bishya bigaragara ahabanza kuri urwo rubuga. Nyuma babishaka, bagatanga ibitekerezo ku byo basomye kuri urwo rubuga.



UBUTUMWA BW'AKO KANYA (IM) –IBISOBANURO

Ubu ni uburyo bwihuse kandi bw'ako kanya bwo kohereza no kwakira ubutumwa bwanditse hagati y'abantu babiri. Bagomba kuba bari ku murongo wa interineta kandi bafite porogaramu yo kohererezanya ubutumwa bw'ako kanya kuri mudasobwa cyangwa telefone byabo. Imbuga nyinshi mpuzamahanga zitanga serivisi yo kohererezanya ubutumwa bw'ako kanya hagati y'abazikoresha.



ITUMANAHO KU BURYO BW'AMAJWI RIKOresha MURANDASI / VOICE OVER THE INTERNET (VoIP) – IBISOBANURO

Ubu ni uburyo buhendutse bwo guhamagara kuri telefone ukoresheje murandasi. Gukoresha itumanaho ku buryo bw'amajwi rikoresha murandasi (VoIP) ugomba kumanura no kwinjiza muri mudasobwa yawe cyangwa muri telefone bagendana porogaramu y'ubuntu ya VoIP iboneka kuri murandasi . Urugero rwa porogaramu za “VoIP” zikunzwe gukoresha ni Skype cyangwa Google Hangouts.



UMUTWE

05

ITUMANAHO

IMIKORO

Intangiriro

Gufungura imeri

Gusubuza imeri

Kohereza imeri wari usanganywe ku wundi

Imbaga zihuzwa na murandasi

Ubutumwa bw'ako kanya

Itumanaho ku buryo bw'amajwi rikoresha murandasi / Voice over the Internet Protocol (VoIP)



INTANGIRIRO - IBISOBANURO

Ijambo imeri (Email) risobanuye iki mu magambo arambuye ?

.....

Iyo wohereje Imeri, ijya he?

.....

Sobanura ijambo 'attachement' cyangwa umushandiko ?

.....

Vuga ibintu bibiri ugomba kwitondera igihe wohereza cyangwa wakira imeri?

1:

2:

Wifashishije urugero rukurikira, tanga ibice bine bigize aderesi ya imeri

john@gmail.com

1:

2:

3:

4:

Ni uruhe rwunge rw'amabuto ya mwandikisho wakoresha wandika akamenyetso ka @ ?

.....

Tugiye gufungura konti za imeri ku rubuga rwo kuri murandasi. Ushobora gukoresha iyi konti kuri mudasobwa iyo ari yo yose ifite interineti; urugero, mu rugo, muri kafe ya interineti, mu isomero, muri hoteri, n'ahandi.

- **Baza** umwigisha wawe aguhe aderesi y'urubuga rwa interineti rutanga serivise za imeri. **FUNGURA** mushakishambuga yawe **wandike** iyo aderesi URL mu mwanya wa aderesi.
- **kanda** kuri buto ya ([Register](#)) [Kwiyandikisha](#) nkuko uri umukoresha mushya ku rubuga ugomba gufungura konti. **Injiza** amazina na aderesi yawe aho bisabwa.
- **Tekereza** izina ukoresha. Ni ryo rizaba igice cya mbere kuri aderesi yawe ya imeri
- **YINJIZE** mu mwanya wagenewe izina ry'ukoresha (username) ukoresheje inyuguti ntoya.
- Ugomba **guhitamwo** ijambobanga kugirango wizere neza ko nta wundi ufite uburenganzira kuri imeri yawe.
- **INJIZA** ijambobanga mu mwanya wabugenewe

Kubera iki hagaragara utunyenyeri dusimbura inyuguti iyo wanditse ijambobanga. **Andika** igisubizo muri uyu mwanya wo hasi.

-
- **Kanda** kuri buto yo kwiyandikisha ([Register](#)) n'ubundi woherewe ukwiyandikisha kwawe.
 - **SOZA** umukoro wawe kuri imeri, sohoka ukanda kuri buto yo gusohoka ([Sign out](#)) . Injira na none ukanda buto “**sign in**”.
 - Ubu ushobora **KWINJIZA** izina ry'ukoresha n'ijambobanga ahabugenewe, ukabasha gukoresha konti yawe ya imeri . **BIKORE** aka kanya.
 - Shushanya umurongo, uhuze buri ibice bya imeri n'ibisobanuro byayo:

Inbox	Ububiko bubika ubutumwa bwa imeri woherewe
Compose	Lisiti igaragaza amaderesi.
Sent	Umwanya ubika imeri zakoherejwe.
Address Book	Kwandika Imeri.

KWANDIKA IMERI – IBISOBANURO

Ubu ushobora koherereza imeri ku mwigisha wawe

- **Kanda** kuri buto yo kwandika (**Compose**).
- **Baza** umwigisha wawe aderesi ye ya imeri **uyinjize** mu mwanya wa aderesi ahanditse ‘To’ .
- **INJIZA** “Inama y'ejo” mu mwanya w’insanganyamatsiko "Subject".
- **Andika**: “Mumbabarire kuba ntazaza mu nama ku mugoroba wo ku wa kabiri .”
- **Ohereza** imeri
- **Capa** imeri wohereje cyangwa **ubaze** umwigisha wawe agufashe kuyicapa
- Kureba niba hari ubutumwa bushya, fungura agasanduku k’amabaruwa yakoherejwe ‘Inbox’ kawe
- Umwigisha wawe aragaha izindi aderesi za imeri ebyiri.
Wohereze imeri kuri buri yose. **Andika** ubutumwa bugufi.
- Urugero, **bwira** inshuti ko wishimiye iri somo cyangwa **umusabe** niba mwajyana kureba sinema. **Ushyire** izina ryawe hasi ku mpera ya imeri zawe.

GUSUBIZA IMERI – IMIKORO

Ubu ushobora gusubiza imeri ivuye ku mwigisha wawe

- **Saba** umwigisha wawe kukohereza imeri ubashe kuba wayisubiza.
- **Subiza** Iyo imeri **usubize** ibibazo umwigisha yakubajije. **Capa** imeri wohereje cyangwa **ubaze** umwigisha wawe agufashe kuyicapa

KOHEREZA IMERI USANGANYWE KU WUNDI– IMIKORO

Ubu ushobora koherereza imeri usanganywe undi muntu .

- **BAZA** umwigisha wawe aderesi ya imeri wakoresha .
- **Ohereza imeri usanganywe** kuri iyo aderesi ya imeri wongeremo ubutumwa bukurikira: “Uratekereza ko ibi ari ukuri ?”

Sohoka ‘Sign out’ (or log off) .

IMBAGA ZIHUZWA NA MURANDASI – IMIKORO

Imbaga cyangwa ihuriro ryo kuri mudasobwa ni iki ?

Urubuga makuru (Blog) ni iki ?

Fungura mushakishambuga, ukande rimwe mu mwanya w'amaderesi andika (URL <http://www.linkedin.com/>) ukande buto yo kwinjiza (Enter). Uru ni urugero rw'urubuga mpuzambaga. Uru rubuga rukoreshe mu byerekeye iki?

UBUTUMWA BW'AKO KANYA - IBISOBANURO

Ni iyihe muri izi nzira yihuta kandi igera ku bantu babiri cyangwa umwe mu koherereza cyangwa kwakira ubutumwa kuri interineti.

Injiza igisubizo A,B,C,D mu mwanya wo hasi

- A. Kohereza ubutumwa bugufi ukoresheje iposita
- B. Kohereza ubutumwa bugufi ukoresheje Terefoni
- C. Gukoresha ubutumwa bw'ako kanya mu koherereza ubutumwa bwanditse
- D. Gukoresha itumanaho ku buryo bw'amajwi rikoresha murandasi (VoIP) mu guhamagara kuri telephone

Igisubizo:

ITUMANAHO KU BURYO BW'AMAJWI RIKOresha MURANDASI / VOICE OVER INTERNET PROTOCOL (VoIP) - IMIKORO

Iyi porogaramu "VoIP" ikoreshewa iki?

Tanga urugero rwa porogaramu ya "VoIP".

INTORE MU IKORANABUHAGA /DIGITAL CITIZEN

UMUKORO WA NYUMA



UMUKORO WA NYUMA W'INTORE MU IKORANABUHANGA / DIGITAL CITIZEN

Uyu mukoro uraguha uburyo bwo gukoresha ubumenyi wigiye muri gahunda y'intore mu ikorabuhanga (Digital citizen).

Umukoro wawe ni ukwandika imeri nk'iyi ubona hano hasi maze ukayohereze kuri aderesi urahabwa n'umwigisha wawe. Nyuma urajya ku rubuga rwa Leta kuri murandasi ushake amakuru ajyanye na serivisi za Leta.

Kugirango urangize uyu mukoro, ugomba:

- **Gufungura** utudirishya twinshi two gukoreramo.
- **Guhinduranya** utudirishya two gukoreramo.
- **Gukora** ubushakashatsi kuri mudasobwa.
- **Kwandika** no **kohereza** imeri.
- **Gufungura** mushakisharubuga.
- Jya ku rubuga rwa Leta kuri murandasi ushake amakuru kuri serivisi za Leta.

Umukoro 1:

- **Fungura** mushakisharubuga.
- **INJIZA** mu mwanya wa aderesi ya mushakisha yo kuri interineti (URL) wakoresheje wiga ibijyanye na murandasi.
- **Shakisha** agaciro k'ifaranga rya “Euro” mu madolari y'amanyamerika. (akaranga: **Andikamo** “dollar exchange rate”).
- **Andika** igisubizo cyawe mu mwanya wasizwe hasi.

-
- **Tubya** akadirishya ka mushakisha yo kuri murandasi.

Umukoro 2:

- **Fungura** isomero ry'inyandiko.
- **Reba** mu isomero ry'inyandiko, ushakemo dosiye y'imbonerahamwe/ dosiye y'ikoreshamibare.
- **Andika** izina ry'iyi dosiye y'imbonerahamwe mu mwanya wasizwe hasi.

-
- **Funga** akadirishya k'isomero ry'inyandiko.

Umukoro 3:

- **Garura** akadirishya ka mushakisha yo kuri murandasi.
- **Injizamo** aderesi(URL) y'urubuga rwo kuri murandasi rwa imeri wigeze gukoresha mbere.
- **Injizamo** izina ry'ukoresha n'ijambobanga.
- **Andika** imeri imeze nk'iyi ubona hano hasi.
- **Baza** umwigisha wawe aderesi uyoherezaho.
- **Andika** "Information" ahandikwa umurongo w'impamvu ('Subject line').
- **Andika** ubutumwa nk'uko buteguwe muri imeri ubona hasi, koresha amakuru wakusanyije mu mukoro 1 n'umukoro 2 ubundi wuzuze umwanya urimo ubusa kugirango urangize kwandika imeri.
- **Ohereza** imeri.
- **Capa** kopi ya imeri.

To	(enter address given by facilitator) ✖
Cc	
Bcc	
Information	
Dear John, This is the information you asked me for: ONE EURO IS WORTH (enter the number you found in the search engine) DOLLARS AS OF TODAY'S DATE. The file you wanted is called (enter name of spreadsheet file from the documents array). It is a spreadsheet file.	
See you soon, (enter your name)	

Umukoro 4:

- **Fungura** mushakisharubuga
- **Injizamo aderesi URL** www.irembo.gov.rw

Umukoro 5:

- **Kanda** ku magambo y'ihuza, 'Kwiyandikisha gukora ikizamini cy'uruhushya rw'agateganyo rwo gutwara ibinyabiziga'.
- **Reba** kuri paji yo Kwiyandikisha gukora ikizamini cy'uruhushya rw'agateganyo rwo gutwara ibinyabiziga, Ni nde wemerewe gusaba uruhushya?
- **Andika** igisubizo cyawe mu mwanya wasizwe hasi.

Mwakoze neza !

Warangije gukora imyitozo yose iri mu gitabo k'ibygwa n'imyitozo k'Intore mu ikoranabuhanga / Digital Citizen. Ibyigwa byawe n'ububiko bwabyo biruzuye.

Niba ufite ibyo wacapye, bihe mwarimu wawe hamwe n'igitabo k'ibygwa n'imyitozo. Bazuzuza ipaji ya nyuma y'iki gitabo kugirango bagaragaze ko warangije neza porogaramu y'Intore mu Ikorabuhanga / Digital Citizen.

Mu gihe kitarambiranye uzabona impamyabumenyi yawe y'intore mu Ikorabuhanga / Digital Citizen.

PAJI Y'UBUBIKO

Izina ry'ikigo k'isuzuma:.....
Indanga y'ikigo k'isuzuma:.....
Izina ry'uwiga:.....
Nomero y'umukandida:

Umutwe 01: Ibyibanze ku mudasobwa

Umukono w'uwiga:.....
Umukono w'umwigisha:
Nomero ndanga y'umwigisha:.....
Itariki:.....

Umutwe 02: Intangiriro ku bijyanye na Biro (Desktop)

Umukono w'uwiga:.....
Umukono w'umwigisha:
Nomero ndanga y'umwigisha:.....
Itariki:.....

Umutwe 03: Intangiriro ku nyandiko

Umukono w'uwiga:.....
Umukono w'umwigisha:
Nomero ndanga y'umwigisha:.....
Itariki:.....

Umutwe 04: Intangiriro ku rubuga rwa murandasi

Umukono w'uwiga:.....
Umukono w'umwigisha:
Nomero ndanga y'umwigisha:.....
Itariki:.....

Umutwe 05: Itumanaho

Umukono w'uwiga:.....
Umukono w'umwigisha:
Nomero ndanga y'umwigisha:.....
Itariki:.....

UMUKORO WA NYUMA:

Umukono w'uwiga:.....
Umukono w'umwigisha:
Nomero ndanga y'umwigisha:.....
Itariki:.....

UKWEMEZA KWA NYUMA

Nyuzwe n'uko :.....
yarangije imikoro n'imyitozo yose yagenwe ndetse n'umukoro wa nyuma ku rwego rusabwa kugirango ubone impamyabumenyi y'intore mu ikoranabuhanga (Digital Citizen).

Bisinywe :

Izina:

Nomero ndanga y'umwigisha:
.....

Uburenganzira bw'umuhanzi

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