**THE CONCEPT OF ICT**

**ICT ESSENTIAL FOR TEACHERS TRAINING**

**COMPUTER**: Is electronic machine(devices) which is used to input data, processing , outing data and well as storing data in future use.

**THE COMPONENTS O F COMPUTER:**

**THE MAIN PARTS OF COMPUTER**: Hard ware and Soft ware

HARD WARE: .C PU .Central Processing unit

Mouse, Keyboard, cables,

SOFT WARE;

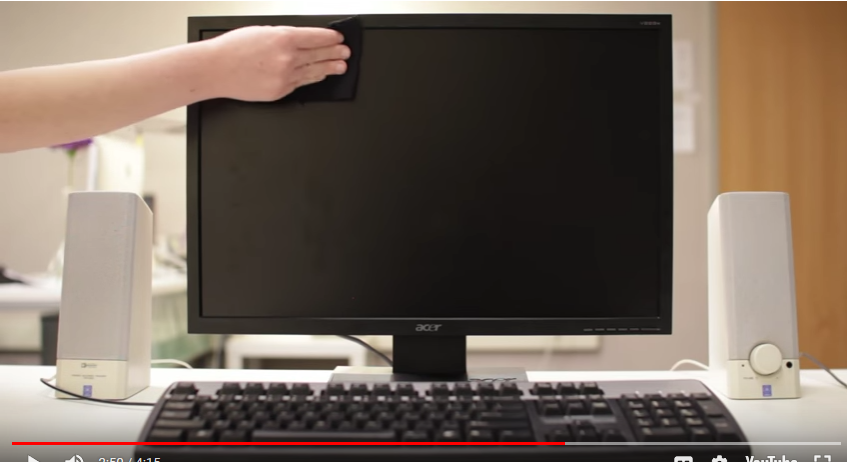
**COMPUTER PERIPHERALS**: other parts that we connect to the computer in order to increase capability,.eg

scanner, printers, microphones, speakers, projectors

**BASICS PERIPHERALS** :keyboard,

**IT: all technology that we use to collect , processing, protect and storing information**

**THE FUNCTION OF COMPUTER PARTS**

**SCREEN: is used to display information **

MOTHERBOARD**: The main circuit all parts of machine are connected in.**

**CPU: CENTRAL UNIT, Computer case**

**RAM : is temporally , storage memory(working memory)**

**EXPANSION CARDS(SLOT):are used to increase ability(function) of machine.**

**POWER SUPPLY: to supply the power to the parts according to the needed**

**OPTIC DISC DRIVE: is used to put CDs in the place provided. used to install**

SECONDARY STORAGE:

KEYBOARD: 

**TRABLESHOOTING**

**Brower**

**Universal Foam Cleaning Agent**

**Lcd Water**

**Brush Tool**

**Clothes**

**PROTECTING YOUR COMPUTERS.**

Your computer faces many potential threats, including **Virus**,**malwar**e,and **hard drive failure. This is why it's important to do everything to do everything you can protect your computer and your files.**

*HOW TO INSTALL ANTI VIRSUS*

*Plug-in in antivirus in computer cd drive*

*Go to install →continue -activation key( password) put them in space provided*

After filling this you go to

database update Run→ update click on it.

**TYPES OF ANTI VIRUS**: AVASTE,E SCAN,SMADAV, AVILA,NOLTON,KASPESKY.

SIMPLE SOLUITION S TO COMMON PROBLEM

PROBLEM :Power button will not start computer

application is running slowly .check whether memory is full or attacked by virus. we go to task manager .choose program ctrl.atl +delete.

**THE MOUSE** ,key board have stopped working .solution :Check Whether It Is Plugged On Correctly. Or search ,Control Panel→hard ware and sound→ mouse →Enable.





WORD PROCESSING

Application Soft Ware :

Operational Soft Ware:

**soft ware: logical** and electronic ;set of program that are used in order to perform a task .**types of soft ware**:

**application software** perform particular task, end user programs,. they are design to perform a specific task .eg window 7.window 10

***Systems Soft Ware: managimagement of computer .***

***E.g. Operating System, help other program in running.***

***Start button -ms word-black document. start\_search ms word and choose.***

***when you want to shut down you close all program-shut down.alt+-black document.start\_search ms word and choose.***

***start -computer-local disk -program filles\_micro soft office -light click -office***

***when you want to shut down you close all program-shut down.alt+f4 then enter.***

***search removable disk:all applications\_pc you get \_removable disk.***

***That how to access ms word.ctrl+n if there is other document that have been created.***

***if you have forgotten your document. go to start \_recent document, and choose document.***

***how to save document .file\_ save as choose where to save\_ naming saved document \_save.***

***An Other Way Ctrl+S.* Save As Word97\_2003 Document .**

=rand(3,7) to create document.

shift+ctrl without moving and choose the letter to select.

when you want to formatting

GRAPHIC SOFT WARE : IS collection of programs in order to manipulate images on computer. in addition to static graphic ,there aer animation and video editing soft ware .eg :Picture Manager,Photo Shop,Ms Paint.

KEY INIT COMPETENCE

fundementals of working with images

* Taking Image Using Different Ways/Media
* Drawing Yours Using Application Software Such As Paint.
* Opening Existing Image With Different Application Software.
* Image Resizing.
* Rotating Image
* Printing Image

GRAPHIC FILE FORMATS

The Most Common Are These : JPEG OR JPG ,TIFF, PNG .

SAMPLE GRAPHIC SPFTWARE

* Adobe Photo Shop
* Corel Paint
* Auto Card
* Windows Paint.

MS

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girageena@gmail.com.write message to this and copy to iragenagilbert@yahoo.com.attach some thing on it. HOW I USE BROCK ,

MS EXCEL :Use of EXCEL IN T/LS AIDS ,MAKING SCHOOL REPORT,MAKING BOOK.9forum importance of spread sheet(recording) activities.Keeping of digital class work records.

MS EXCEL 2003,is usedv to store organise and analyse infos.financial isues,administrative isues