Republic of Iraq
Ministry of Higher Education & Scientific Research
Al-Ayen University, Iraq
College of Medicine

جمهورية العراق
وزارة التعليم العالي والبحث العلمي
جـامعــة العـين العراقية
كليـة الطـب

Course Description Template for the subject | Computer

University/College Name	Al-Ayen University, Iraq / College of Medicine
Subject Name	Computer
Academic Stage	First Stage
Available Attendance Modes	Lecture and Discussion
Subject System	Yearly
Academic Year for Preparing this Description"	2023-2022

No	Topics
1-	A. A historical account of the development of the calculator, calculator generations, and areas of use. B. Physical components of the calculator, parts attached to the motherboard C. Hard disk, CD, floppy disk, types of cards D. Accessory parts: Case, types of monitors, types of printers
2-	A. Operating systems, Windows system and the seventh version B. How to open the program, components of the main window, desktop properties C. Start list, its components, document my, computer my D. Control panel components
3-	A. How to print, how to use accessible options, change the calculator language B. Create them, create files, copy them, change the file name C. Connect the calculator to a phone, connect the calculator to internal networks D. Program list, program update, supplements and additions
4-	A. Compartmental assembly, surface cleaning of tablets B. In Windows, restoring a specific appearance of the system from a previous history.

5-	A. Word processor using Word, window components B. Open and close the program, open, delete and save files, change the file name C. Create a new document using the default template, how to enter text D. Entering symbols, selecting texts, working with menus, formatting menu
6-	A. Change font size and type, bullets, backgrounds, line spacing B. Borders, shading, applying patterns, inserting images, C. Creating tables, ways to create them, entering data into the table, editing the table D. Charts, inserting a chart, working with calculations
7-	A. Microsoft PowerPoint, opening and closing the program, window components, B. opening, deleting and saving files, changing the file name, working with slides, setting Slide C. Using ready-made templates, inserting texts into the slide, presenting slides D. Arrange, delete and insert slides, add graphic shapes
8-	A. Move items on a slide, move slides, B. Slide movie insertion, micro display