

Cilmiga kombiyuurka loogu
talagalay dadyowga ku cusub

Soo bandhigida kombiyuutarka

- Kombiyuutarka waxuu ka mid yahay qalabyada noogu muhimsan qarnigan hada ku jirno. Waxuu ku sinayaa fursad aad kuu keydsatid, soo qaadasho iyo qiimeyn iyo macluumaadyo aad u badan . Kombiyuutarka waa uu xawli badanyahay wana taxadar leyahay.
- Kombiyuutarka meelooyin badan waa laga helaa xaladooyin badana dadka wey uu isticmaalan. Meelaha loogu isticmaalo waxaa ka mid ah iskuulada, jaamacadaha, warshadaha, haayadaha iyo guryaha.

Jiirka



- Adigoo adeegsanayaa jiirka waxaad ka shaqeyn kartaa waxyalaha kaaga muuqda shaashada. Waxaad furi kartaa barnaamij. Waa dhaqaajin karta, kopiyereyn kartaa iyo tirtiri kartaa feylalka adigoo kuu qabanaya jiirka kadibna riixaya .
- Jiirka waxuu leeyahay **badhan-bidixeed** iyo **badhan-midigeed**. Dhexdiisana waxaa ku jira **shaag-wareega**.
- Waad bedeli kartaa mawqifyada jiirka. Waxaad sameeyn kartaa tusaale. Saxitaan xawliga labanlaabka ee riixitaanka iyo beddelid muuqaalka falaarta jiirka

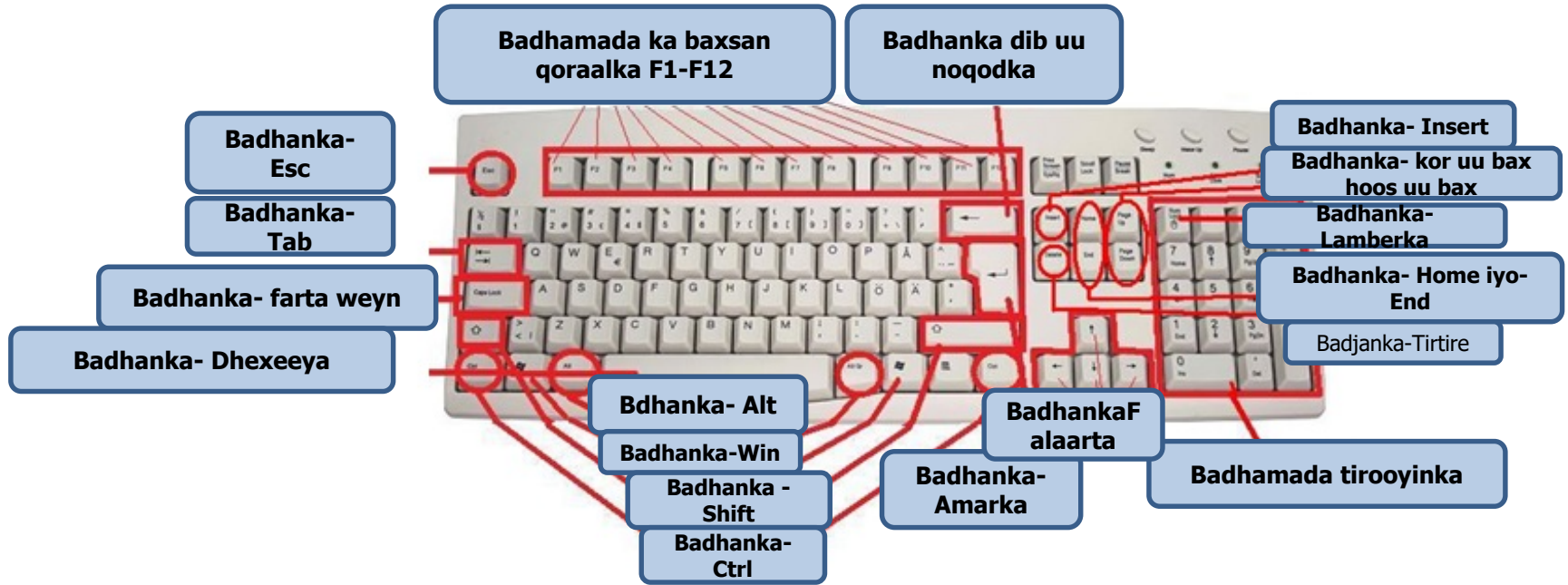
Badhanka midigta

- **Riix badhanka midigta** = Riix badhanka midigta.
Markaad riixdid badhanka midigta waxaa kuu furmaya buug yar oo kuu tusaya doorashooyin kala duwan.
- Buugagan yaryar wey kala duwanyihin waxa ku jira waxey taas kuu xirantahay meeshaad kuu qabatid badhanka midigta.

Badhanka Bidixda

- **Hal mar riix** Adigoo riixaya badhanka bidixda oo dooranaya ama calaamadeeynaya.
- **Labolaab riix** (labo jer dhakhso uu riix) adigoo riixaya badhanka bidixda ee jiidka furitaan aad fureeysid feyl, ama gal ama barnaamij.
- **jiditaan iyo sii deyn** ku qabo badhanka bidixeed: Calaamadeey hal feyl kaga muuqda shaashada. Hoos u riix badhanka bidixeed ee jiidka. Adigoo uu soo jiidaya goobta cusub kadib sii daa badhanka jiidka. Sidaas ayaa sameyn kartaa markaad kopiyeryneysid ama qaadeysid feylalyada (iyo galalka) Laga bilaabo goob ilaa goob kale kombiyuutarka dhexdiisa Adigoo uu bahneyn in aad jartid ama ku kolleysid.

Looxa Qoraalka



Looxa qoraalka waxuu ka mid yahay qeeybaha muhimka ah marka lagu qoraayo macluumaadyada kombiyuutarka. Waxaad ku qori kartaa xarafyo, calaamado iyo tirooyiin.

Waxaad adeegsan kartaa looxa qoraalka adigoo hoggaaminaya kombiyuutarka. Waad istimaali kartaa dhoowr amaro oo fudud oo aad ka amreeysid looxa qoraalka kombiyuutarka, markaad rabtid si dhakhso iyo si fiican in aad uu shaqeysid.

Gruubyada looxa Qoraalka

- Badhamada kuwa xarafyada iyo tirooyinka.
- Badhamada kantrollka (CTRL, Alt, ESC, Win). Badhamada keligood la isticmaali karo ama isku-dar kuwa kale lala isticmaali karo si loo hergeliyo talaabooyin ku dhaqaaq ah.
- Badhamada-hawlqabasho (F1, F2, F3, F4 F12) waxaa loo isticmaali in ey fuliyaan hawl gaar ah. Badhamada hawl-qabashada waxey leyihiin hawlo kala duwan sida barnaamijada ey ku kala duwanyihiin. Waxaan idiin sharaxeynaa sidaa looga isticmaalo Windows XP.
- Badhamada-Hagaya (piltangenterna, HOME, END ,PAGE UP, PAGE DOWN, DELETE , INSERT) waad isticmaali kartaa markaad hageeysid dokumenti ama boogaga internetka iyo markad wax ka badaleeysid wax qoraa.
- Badhamada Tirooyinka. Badhamada tirooyinka waxaad kuu qori kartaa lambaro sii dhakhso ah madaama wey isku xigaan weyna isla socdaan. Badhamada tirooyinka laga ma helo qaar ka mid ah kombiyuutarada loo yaqaano (Laptop).

SHIFT	Hoos uu riix SHIFT markii aad qabaneysid hal xaraf sidoo xarafkaasi uu weynaado. SHIFT waxaa loo isticmaali karaa calaamadaha sare ee looxa kuu qoran, tusaale. ! " % * & /
CAPS LOCK	Isticmaal CAPS LOCK waad isticmaali kartaa marka aad rabtid in add rabtid in aad ku qortid far waaweeyn. Hal nal ayaa ka shidmaya looxa qoraalka oo muujinaya in uu shidanyahay.
TAB (Labo falaar isdhafsan)	Hore ayaa ugu gudbin kartaa falaarta qoraalka. Waxaad kuu beegi kartaa leynka dariishada.
Mellanslag	Waxuu kuu kala durjinayaa (SPACE luqada Ingriska) .
Backsteg (falaarta balaaran)	Waxey tirtirtaa wixii falaarta bidixda ka xiga.
ENTER	Falaarta qoraalka ayuu leyn cusub kuu gudbinaya. Hadii aad riixdid Enter leyn cusub ayuu ka bilaabmayaa markii aad ku qabatid falaarta.
ESC	Waxii markaas kuu shidnaa ayuu kaa istaaginayaa.
Menytangent	Markaad kan riixdid waxaa kuu soo baxaya boog yar. Kan waxuu kuu fulinayaa amaro markaad jiiirka badhanka midigta.
Windows	Waxuu kuu furayaa booga laga daaro iyo laga damiyo.
HOME	Kuu kaxeynayaa bilowga leynka.
END	Kuu kaxeynayaa dhamaadka leynka .
DELETE	Tirtirayaa calamadaha kaa xiga dhinaca midigta.
INSERT	Kuu dhejinayaa qoraalka cusub kii hore.
Page Up	Uu kaxeynayaa falaarta qoraalka leynka ka sareeya.
Page Down	Uu kaxeynayaa falaarta qoraalka leynka ka hoose.
Piltangenter	Uu kaxeynayaa hal talaabo falaarta qoraalka.
Num Lock	Hoos uu riix Num Lock-Badhanka Markii aad isticmaaleysid badhamada tirooyinka sidaad uu qortid tirooyin. Looxyada qoraalka intooda badan waxaa ka shidma nal muujinaya in uu shidanyahay oo la isticmaali karo badhamada tirooyinka.

Snabbkommandon

ALT+TAB	Badalid labada darishado kuu furan
ALT+Shift	Isbadel luqada (kuu rakibsan)
CTRL+A	Calaamadadinya kuli
CTRL+C	Koopiyereynaya
CTRL+X	Ka jaraya
CTRL+V	Kuu dhajinaya
CTRL+S	Keeydinaya
CTRL+Z	Kaa noqid camalkii ugu danbeyey
CTRL+O	Kuu furaya feyl barnaamij kuu furan

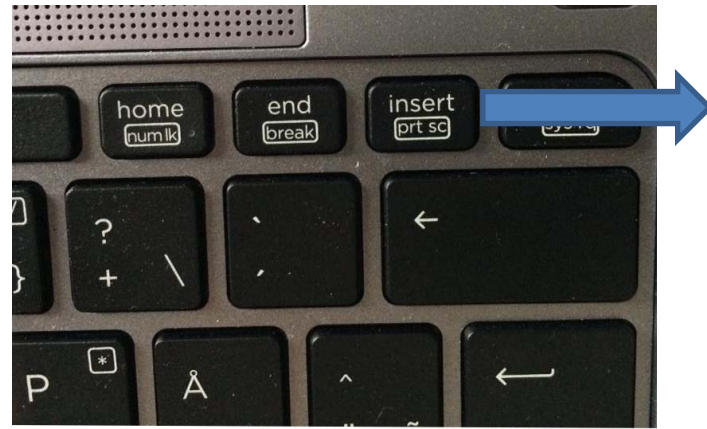
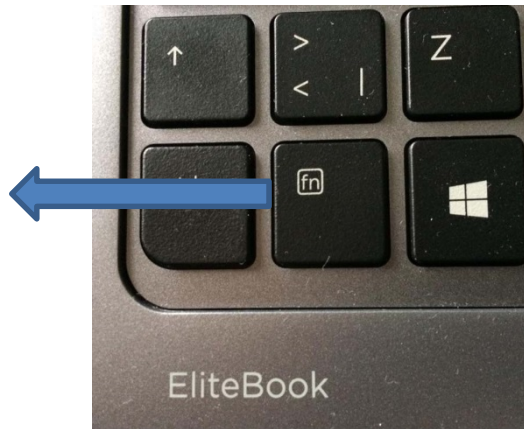
Funktionstangenter

F1	Cawitan
F2	Bedel magac
F3	Raadi
F5	Cuusbooneeysiin
F11	Keyydin
F12	Sida keyydin

Badhan gaar ah

- Shaashadda Daabac

Sawir ka qaadaya shaashadda oo dhan (“sawir shaashad”). Riix (fn+Insert prt sc) marka hore ka dibna waxaad sawirkan dhex dhigi kartaa (Ctrl + V) barnaamijka Rinjiyee ama mid kale.



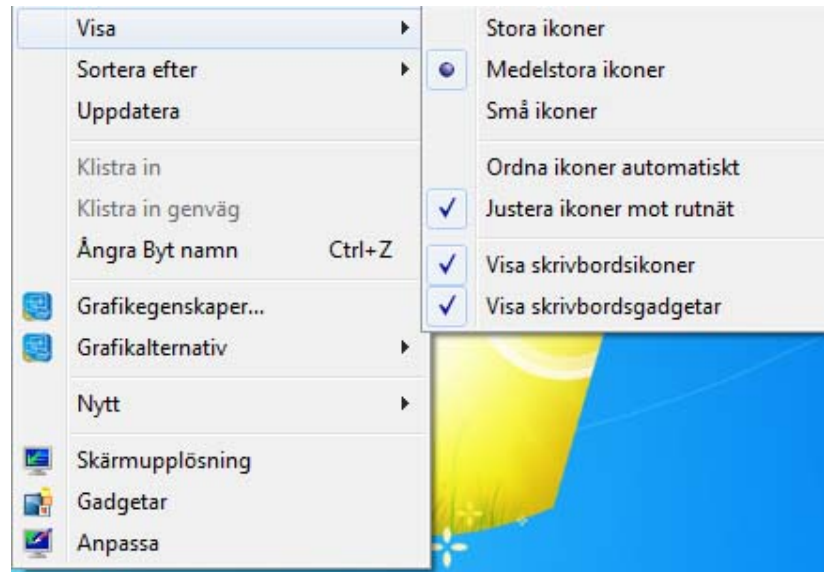
Desktop (Korka miiska)

- Marka aad kumbiyuutarka daarto, barnaamijka Windows Desktop ayaa shaashaddaada ka furma. Desktop waxaa ku jira calaamado iyo dariiqyo gaaban. Qaybta ugu hoosaysa waxaad ka arkaysaa Jeexa hawsha. Barnaamij ayaad toos uga daari kartaa Desktop ama liiska Bilow adigoo isticmaala badhanka Bilow.
- Marka hore ugu horraysa ee aad kumbiyuutarka isticmaalayso, calaamad keliya ayaa Desktop ku taalla: Baaldi Dib u warshadayn. Waxaan kuu sharxi doonnaa sida aad calaamado kale Desktop ugu dari karto goor dambe.



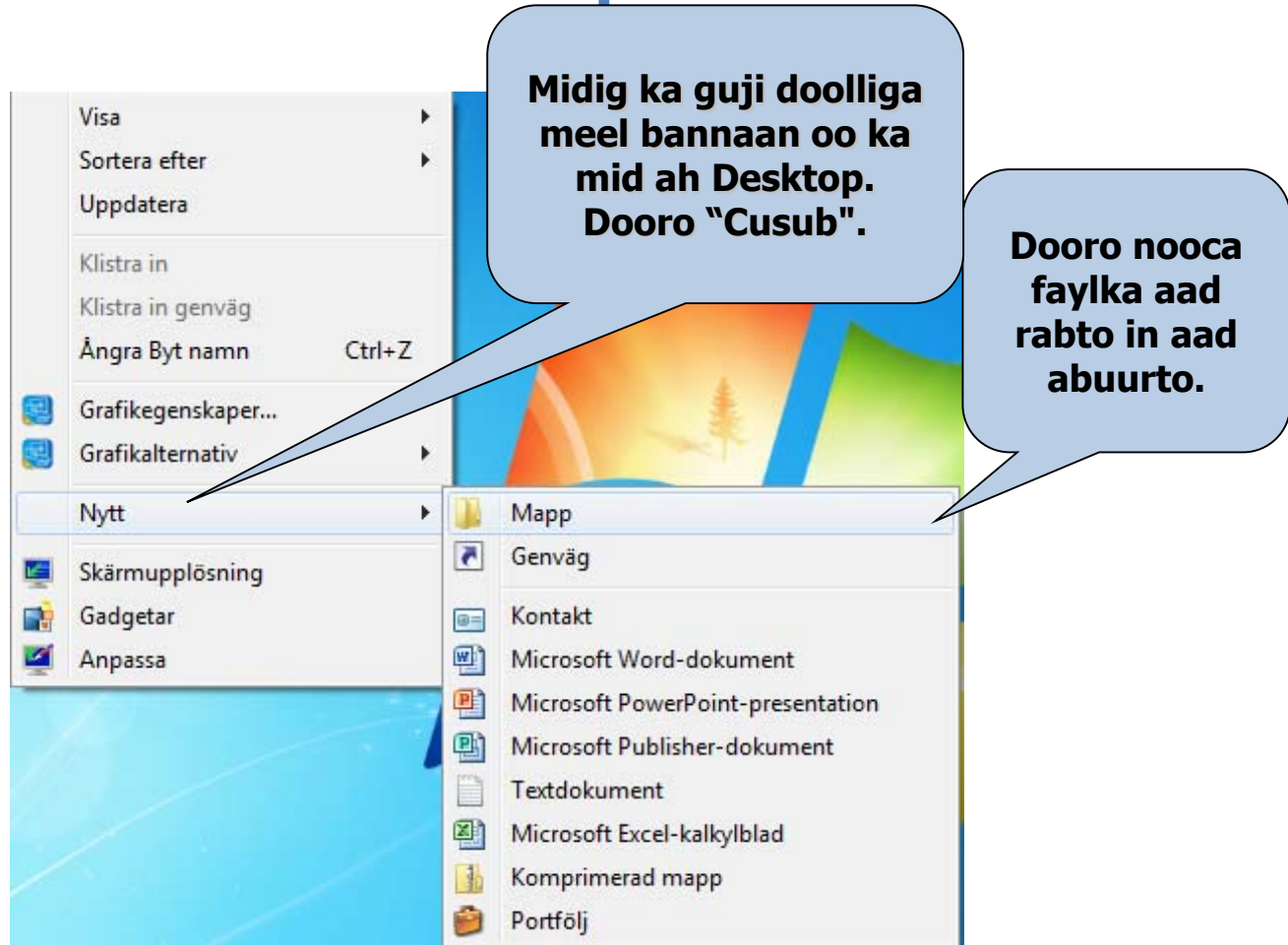
Calaamadaha ku yaalla Desktop

Midig ka guji doolliga ama mouse-ka meel bannaan oo ka mid ah Desktop si aad u soo saarto liiskan mawduuc.



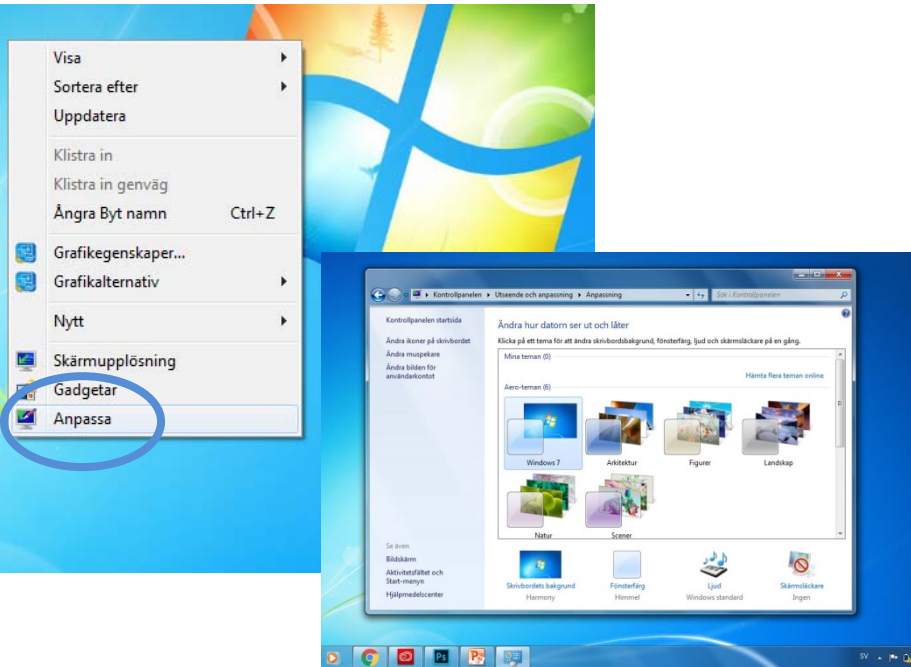
- **Eeg:** Halkan waxaad ka beddeli kartaa qiyaasta calaamadaha desktop ama korka miiska, matalan.
- **Ku kala sooc:** Waxaa calaamadaha lagu kala sooci karaa qiyaas, magac, nooc shay, ama taariikh la beddelay.

Abuuridda fayl cusub ama gal cusub oo ku yaalla Desktop



Gundhigyada u hagaaji miiskaaga Desktop

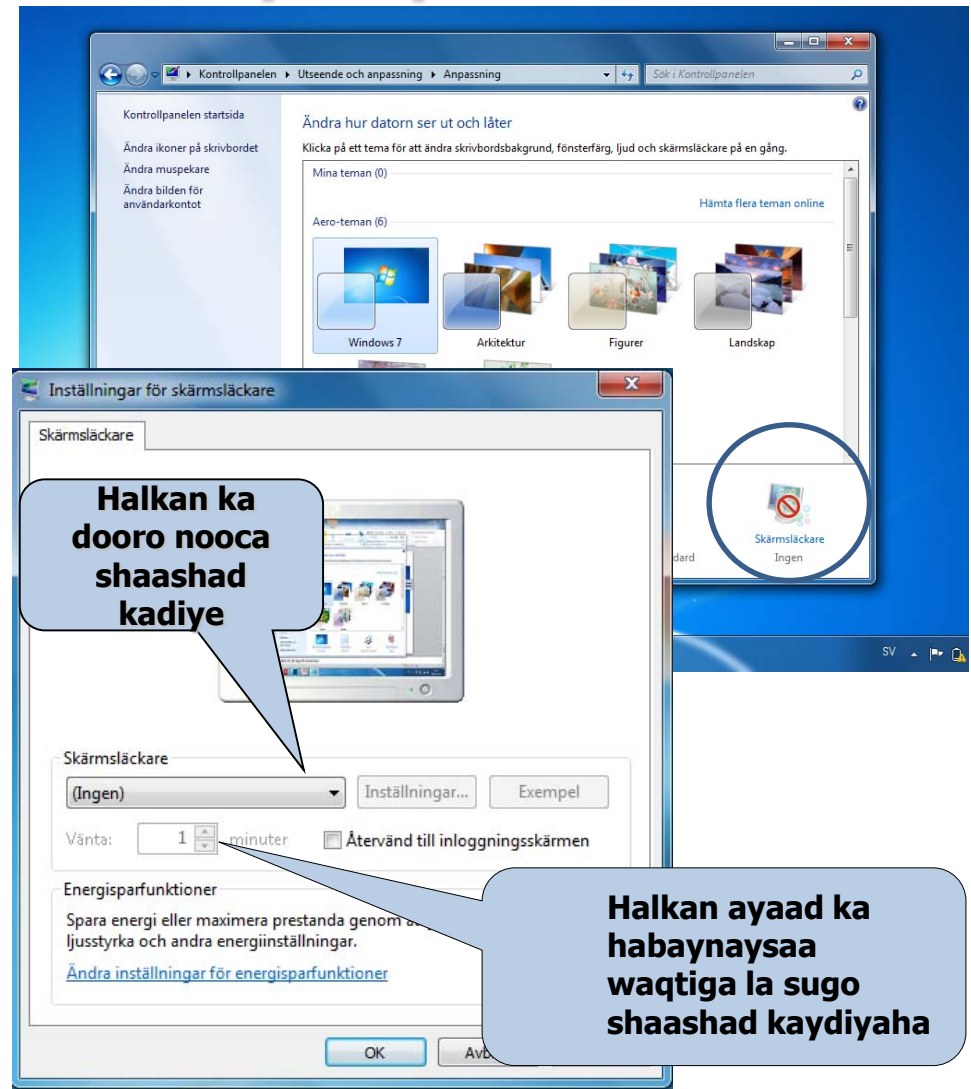
Midig ka guji doolliga meel bannaan oo ka mid ah Desktop. Dooro "Qofee":



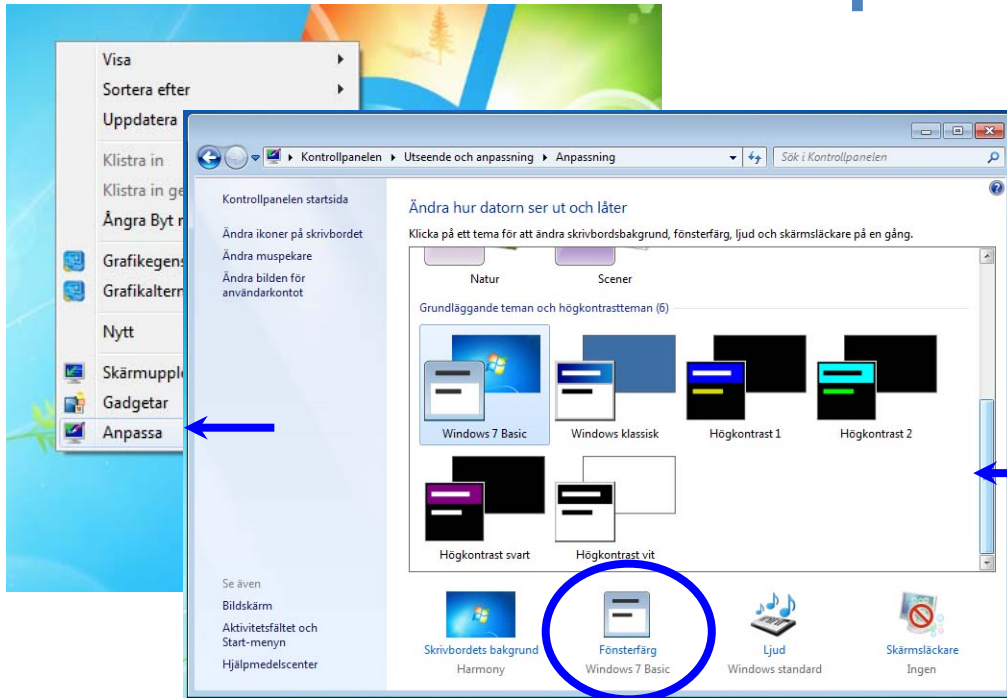
- Sifadan u isticmaal si aad ugu darto sawirro dhanka dambe ama si aad u doorato midabka gadaal, matalan. Wax ka dooro liiska soo dega qaybta "Gadaasha" si aad u doorato sawir aad muujiso, sawirro taxan ama midab keli ah. Waxaad weliba miiskaaga Desktop u dooran kartaa muuqaallo kaladuwan ama far kale oo wax loogu qoro. Waxaad weliba beddeli kartaa waxa ka muuqda liiska Bilow.

Shaashad kaydiye

- Midig ka guji doolliga meel bannaan oo ka mid ah Desktop. Dooro "Qofee":
- Daaqadda furanta, ka guji "Shaashad Kaydiye".
- Daaqadda cusub ee furanta, ka habee nooca shaashad kadiye ee aad rabto in aad isticmaasho.
- Waxaad weliba dooran kartaa muddada kumbiyuutarku taagan yahay ka hor inta uusan shaashad kadiyuhu daarmin.



Muuqaalka

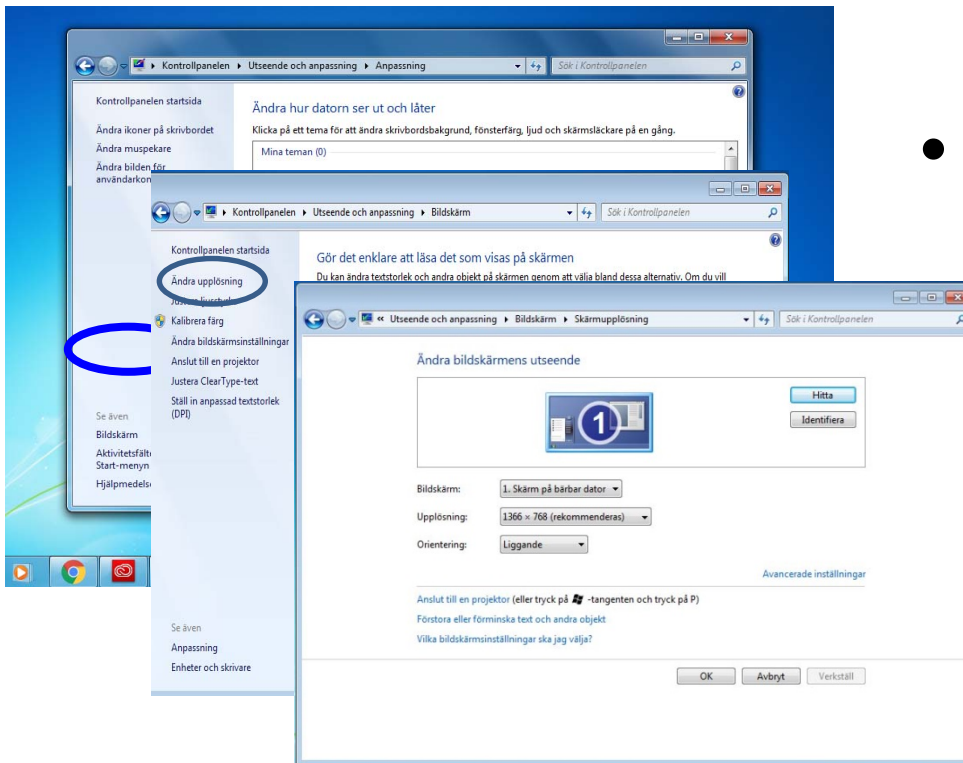


Guji liiska soo dega ee hoose oo dooro muuqaallo kaladuwan ama faro kale oo wax loogu qoro miiskaaga desktop.

waxaad dooran kartaa midabyada daaqadaha waxaanad ka dooran kartaa muuqaallo kaladuwan.

- Waxaad weliba habayn kartaa qiyaasta calaamadaha ka muuqda miiska Desktop

Gundhigyada



- Marka hore guji Muujin ka dibna guji waadaxyada kale, halkaasoo aad ka habayn karto tayada midabka iyo waadaxa shaashadda.

Jeexa hawsha

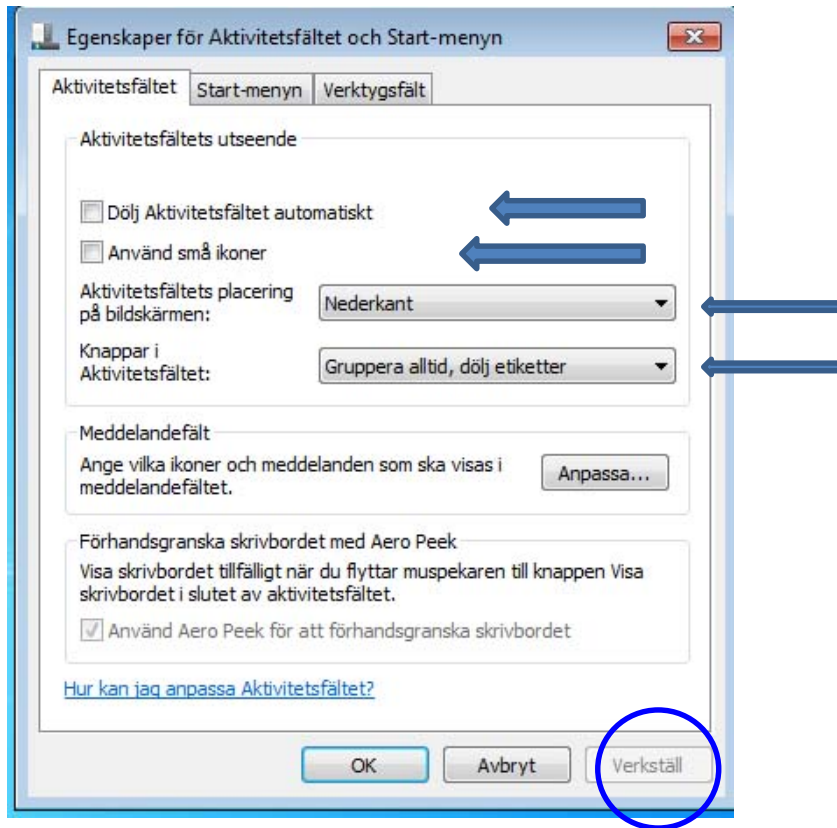
- Jeexa hawshu waa jeex dhanka hoose kaga yaalla shaashadda. Badhanka Bilow ayaa koonaha fog ee bidix kaga yaalla jeexa hawsha. Jeexa hawsha waxaa laga daari karaa barnaamijyo, looga kala gudbi karaa barnaamijyo waxaana lagu arki karaa barnaamijyada socda.
- Jeexa hawsha waxaa caadi ahaan laga helaa dhanka hoose ee shaashadda, laakiin waxaa weliba loo jiidii karaa bidix, midig, ama qaybta sare ee shaashadda iyadoo lagu jiiido doolliga.
- (Midig ka guji jeexa hawsha si aad u hubiso in uusan qufulnayn – haddii uu qufulan yahay suurogal kuuma noqonayso in aad meel kale u qaaddo.)



Midig kaga guji doolliga jeexa hawsha.

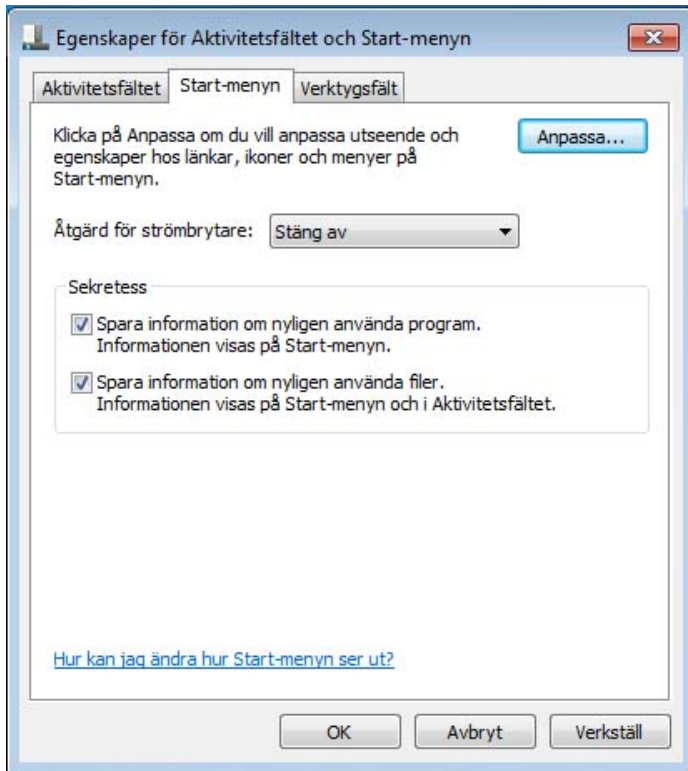
Dooro **Tilmaamaha.**

Sanduuq hadal ayaa muuqanaya:



- **Quful jeexa hawsha:** Marka la qufulo, jeexa hawsha looma qaadi karo meel kale.
- **Iskiis u qari jeexa hawsha:** Haddii gundhiggan la daaro, jeexa hawshu waxuu muuqanayaa uun haddii aad fiiqaha doolliga agtiisa dul mariso. Marka aad fiiqaha doolliga ka qaaddo, jeexa hawshu wuu is qarinayaa.
- **Jeexa hawsha ku dul hay daaqado kale:** Sidan jeexa hawsha ayaa marwalba shaashadda ka muuqanaya.
- **Isku ururi badhannada jeexa hawsha ee wada siman:** Markan bogagga Daalacaha ee furan oo dhan, matalan, ayaa wadajir uga muuqanaya jeexa hawsha.

Badhanka bilow



- Badhanka Bilow waxuu dhanka bidix kaga yaallaa jeexa hawsha. Marka aad kaas gujiso, liis gaar ah ayaa u furmaya nidaamka hawlgalka iyo barnaamijyo kaladuwan.
- Waxaa la hagaajin karaa tilmaamaha liiska Bilow iyadoo midig laga gujiyo badhanka Bilow. Tilmaamaha ka dooro liiska mawduuc ee soo baxa. Ka dibna dooro lifaaqa **liiska Bilow**

Waxa ku jira liiska Bilow

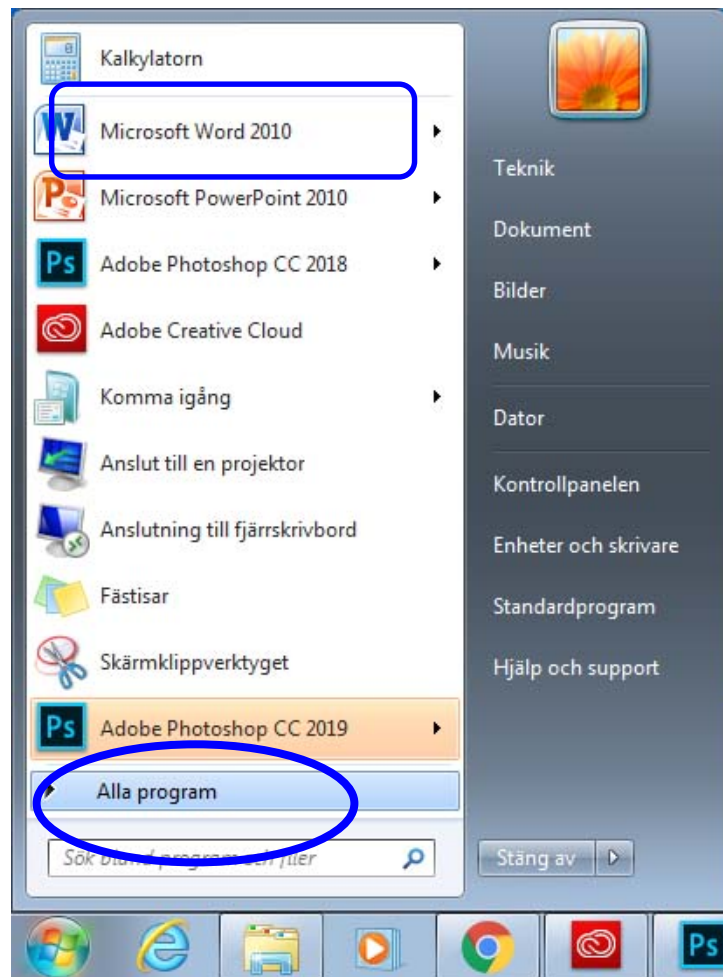
Gujinta badhanka Bilow waxay muujinaysaa liiska ugu muhiimsan nidaamka hawlgalka Windows, oo la yiraahdo liiska Bilow.

- **Barnaamijyada oo dhan**

Waxay muujinaysaa liiska dariiqyada gaaban ee loo maro barnaamij kaste oo ku jira kumbiyuutarkaaga.

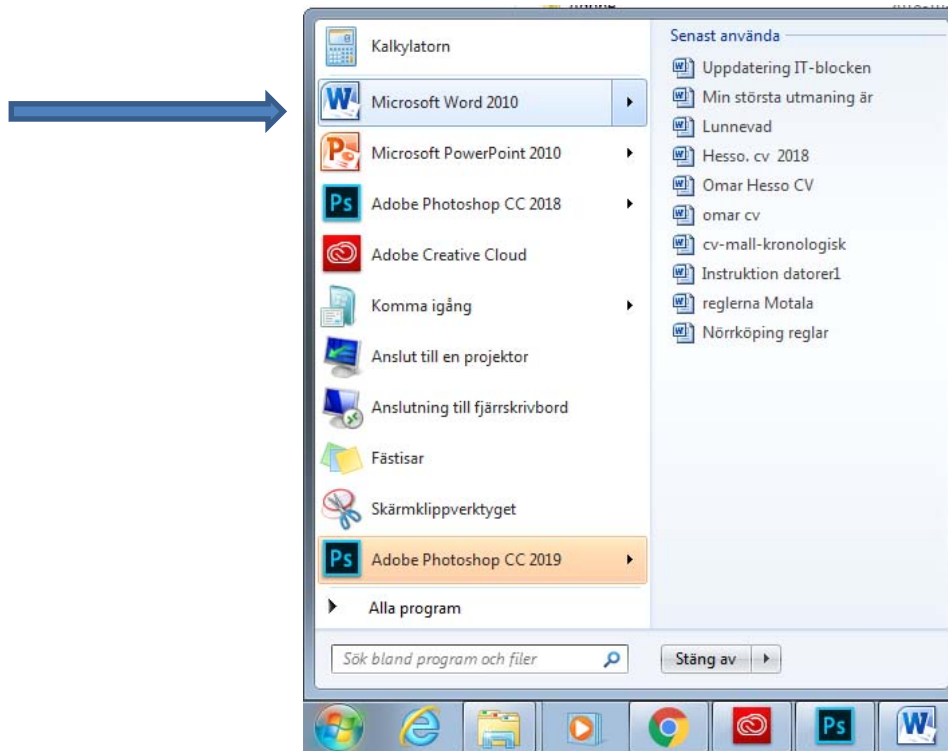
- **Barnaamijyada dhawaan la furay**

Waxay muujinaysaa barnaamijyada ugu dhawaa ee la furay. Tirada barnaamijyada aad rabto in aad muujiso ayaad ka habayn kartaa gundhigyada liiska Bilow.

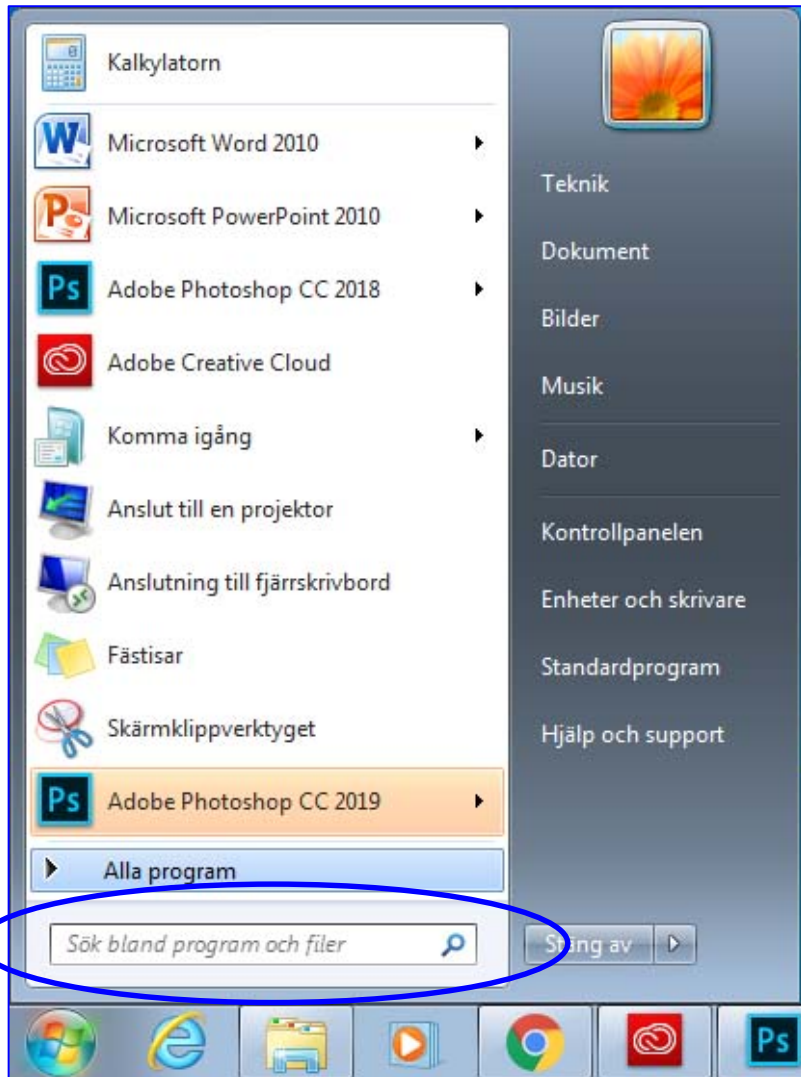


Dukumeentiyadii Dhawaa:

Dukumeentiyadii ugu dhawaa ee la furay ayaa muuqda marka aad gujiso barnaamijyadii dhawaa

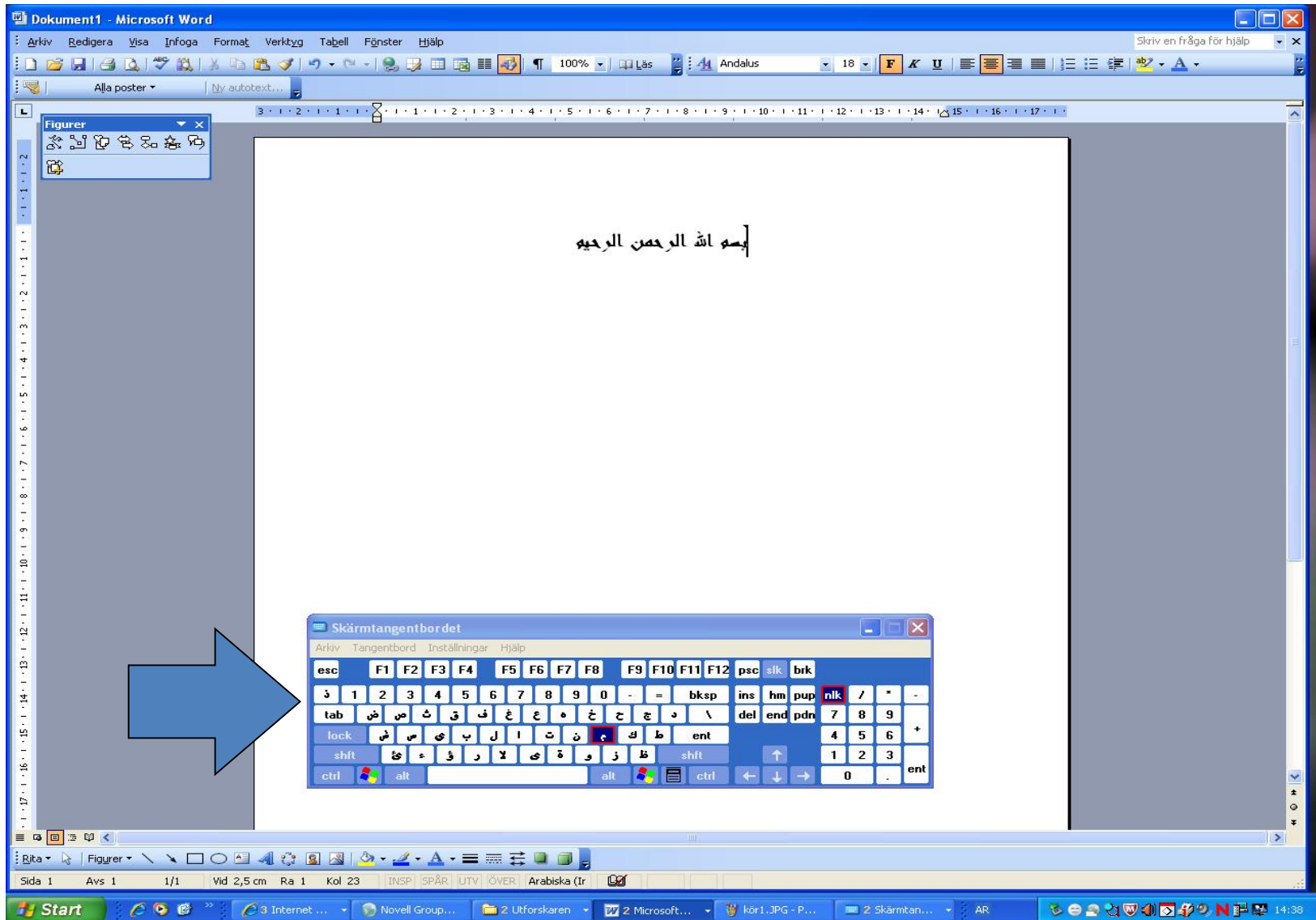


Raadin



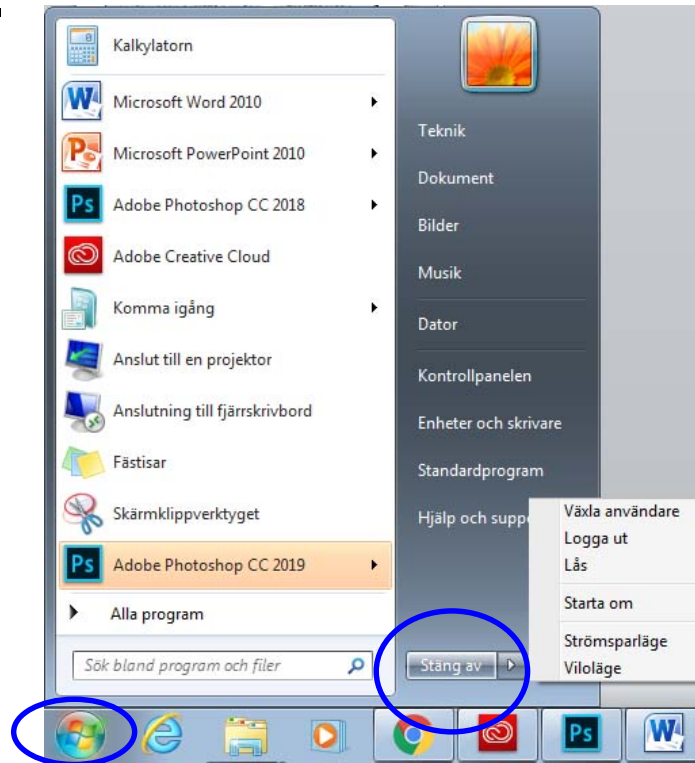
- Hawsha raadin waxay ku taallaa liiska Bilow. Waxay naga caawin kartaa in aan fayl ka helno kumbiyuutarka, matalan fayl qoraal ah, fayl sawir ah ama fayl maqal ah, iwm. Waxaad garaacaysaa:
- Magaca ama qayb ka mid ah magaca faylka.
- Weedh ama ereyo laga helo faylka.

Marka aad riixdo **OK (waa hagaag)**, teebka ayaa shaashadda ka muuqanaya. Waxaad beddeli kartaa teebka adigoo luqadda ka beddelaya jeexa hawsha. Waxaad toos ugu qori kartaa shaashadda adigoo doolliga kaga gujinaya badhannada teebka shaashadda ku yaalla.

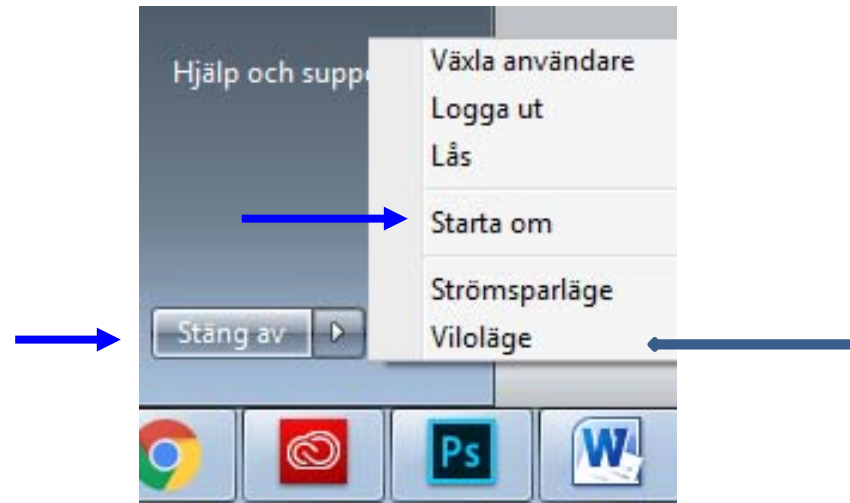


Ka bax, Xir

Haddii kumbiyuutarka ay dhowr qof isticmaalaan, waxaad ka bixin kartaa hal isticmaale waxaanad gelin kartaa mid kale adigoo aanan kumbiyuutarka xirin.



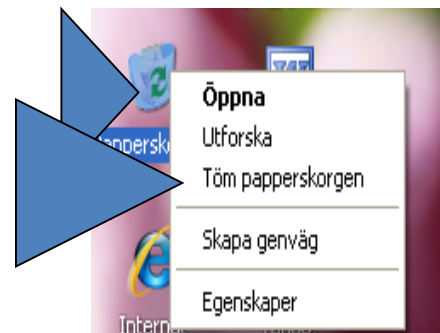
Xoogaa xulasho ayaa muuqda marka aad gujiso badhanka Xir:



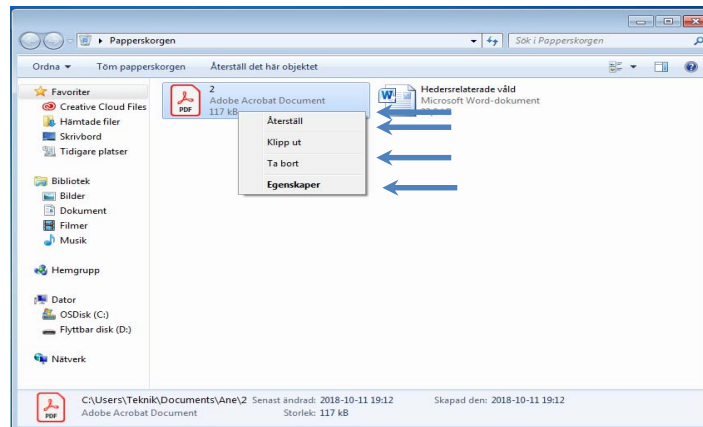
- **Xir:** Kumbiyuutarka ayaa si nabad ah loo xiraa.
- **Dib u bilow:** Kumbiyuutarka ayaa la xiraa oo islamarkaabaa dib loo bilaabaa ama loo daaraa. Waxaa tan habboon in la isticmaalo ka dib marka barnaamij la geliyo.
- **Seexi:** Tan isticmaal marka aadan muddo gaaban isticmaali doonin kumbiyuutarka. Waxuu kumbiyuutarku geli doonaa habka heegan. Marka aad rabto in aad dib u bilowdo shaqada kumbiyuutarka, riix uun badhanka daarista kumbiyuutarka.

Baaldi Dib u warshadayn

- Baaldi Dib u warshadayn waa halka gal ee marwalba ku jira miiskaaga desktop. Halkan ayuu barnaamijka Windows si ku meelgaar ah ugu hayaa faylalka la masaxay ilaa isticmaaluhu go'aansado in uu kuwaas si joogto ah u masaxo.
- Waxaa laga soo celin karaa faylalka Baaldi Dib u warshadayn ee qalad lagu masaxay: Fur **Baaldi Dib u warshadayn** (adigoo kaas laba jeer kaga gujinaya miiska desktop). Marka aad furto Baaldi Dib u warshadayn, waxaad arkaysaa dhammaan faylalka la masaxay.
- Waxaad si joogto ah u masixi kartaa faylalka Baaldi Dib u warshadayn adigoo faaruqiya si aad bannaan dheeraad ah uga hesho galkaaga adag. Si joogto ah u faaruqi Baaldi Dib u warshadayn adigoo midig ka gujinaya oo dooranaya amarka **Faaruci Baaldi Dib u warshadayn**.



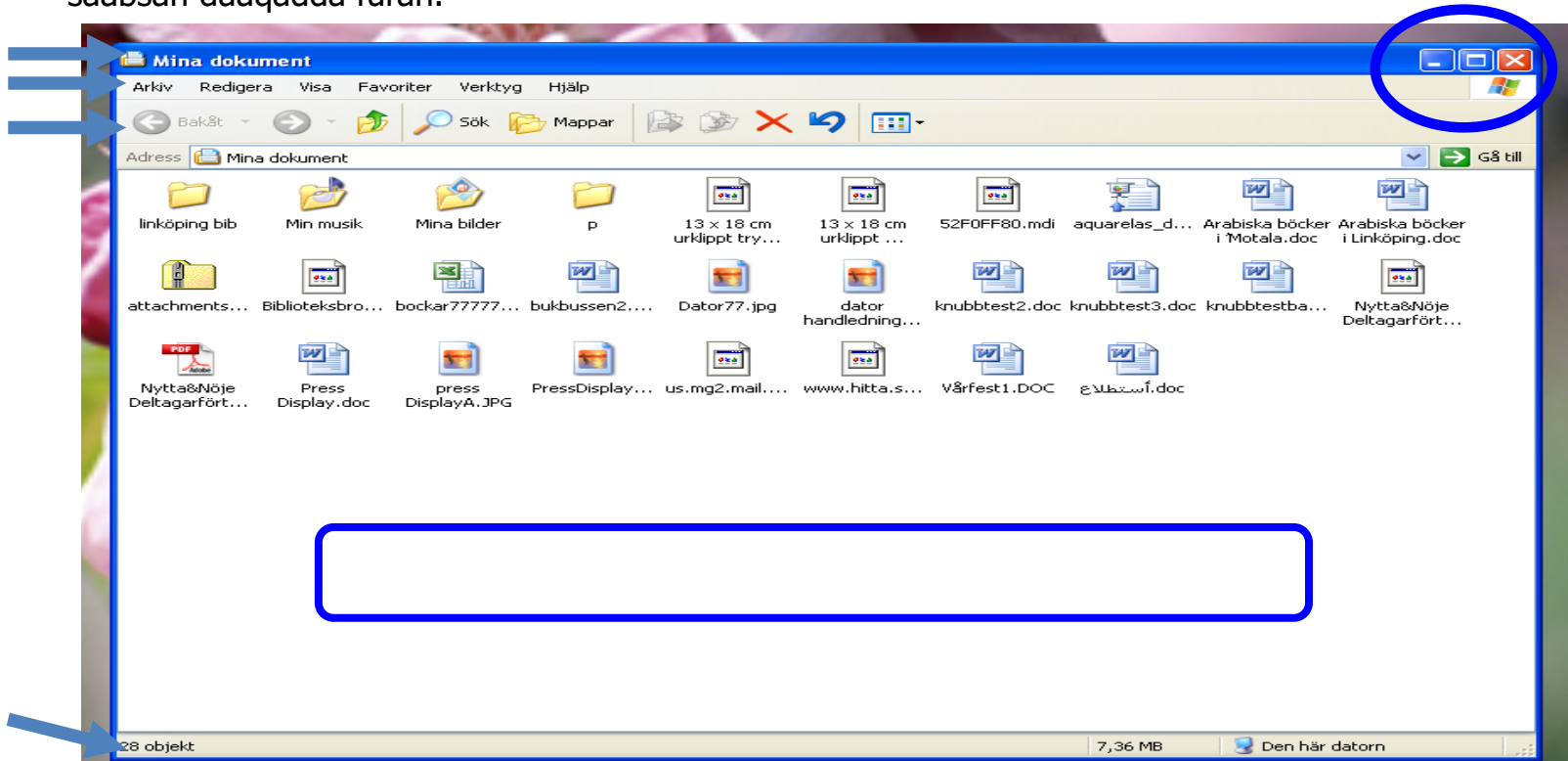
- Marka aad furto Baaldi Dib u warshadayn, waxaad dooran kartaa faylka aad rabto in aad soo celiso ama si joogto ah u masaxdo adigoo kaas midig ka gujinaya oo dooranaya xulashooyinka soo socda:



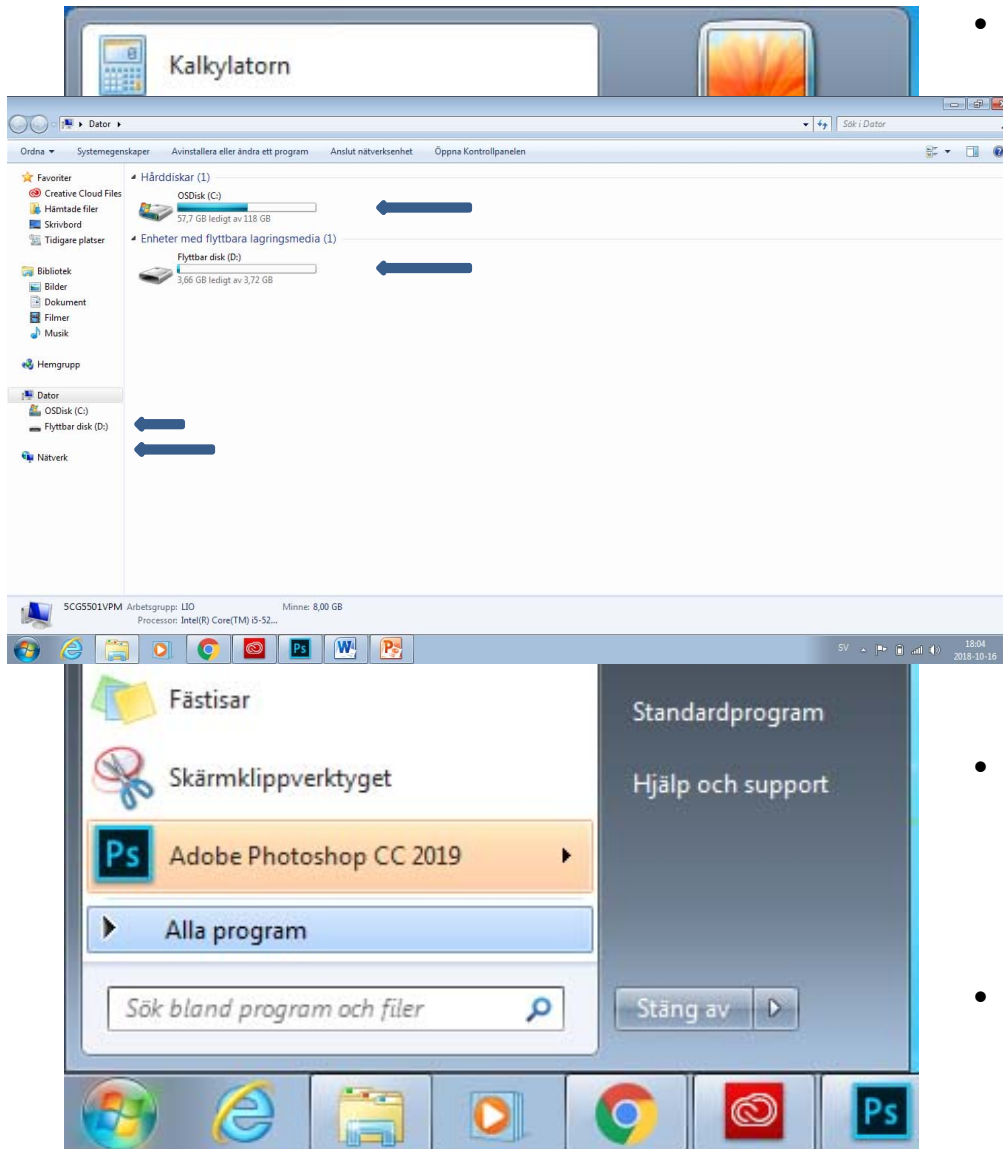
- **Soo celi:** Soo celi faylalka aad qalad ku masaxday, oo kuwaas ku celi goobihii asalka ahaa.
- **Jar:** Faylka ka jar Baaldi Dib u warshadayn oo dhig meel kaste.
- **Masax:** Faylka si joogto ah uga masax Baaldi Dib u warshadayn. Taas ka dib suurogal ma noqonayso in faylka dib loo soo helo.
- **Tilmaamaha:** Baar tilmaamaha faylka, sida qiyaasta iyo goobta (ka hor intii aanan faylka la gelinin Baaldi Dib u warshadayn).

Daaqadaha

- Marka aad furto barnaamijka, faylka ama galka, waxa ku jira ayaa ka muuqda sanduuq lagu magacaabo daaqad. Daaqadaha oo dhan waxay leeyihiin qaybaha soo socda:
- **Bannaanka magaca:** Jeexa sare ee buluug ah waxaa ka muuqda magaca daaqadda koonaha bidix. Dhinaca midig shishe ee jeexa waxaa ku yaalla saddex badhan:
Yaree: Daaqadda ayaa ka baaba'aysa miiska Desktop oo badhan ahaan uun uga muuqanaysa jeexa hawsha.
Weynee: Daaqadda ayaa buuxinaysa shaashadda oo dhan. *Soo celi:* Qiyaas kale u yeel daaqadda adigoo xadka daaqadda gudaha ama dibadda u jiidaya.
Xir: Daaqadda ayaa ka baaba'aysa miiska Desktop iyo jeexa hawsha labadoodaba.
- **Jeexa liiska:** Waxaa ku jira shayo aad gujin karto oo ka dib hawlgallo ka fuliya barnaamij dhexdiis.
- **Goobta shaqada:** Meesha cad ee daaqadda ee uu ka muuqdo waxa ku jira.
- **Jeexa qalabka:** Qalabka naga caawiya in aan ku shaqayno waxa ku jira daaqadda furan.
- **Jeexa macluumaadka:** Jeex qaybta hoose kaga yaalla daaqadda oo ay ku jiraan macluumaad ku saabsan daaqadda furan.



Kumbiyuutarka



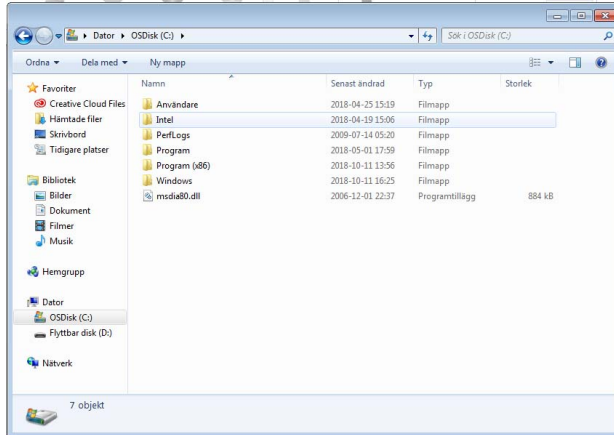
- Waxaa ka muuqda waxa ku jira galkaaga adag iyo daloolka cajal kumbiyuutar, cajalka kumbiyuutar iyo qalabka shabakad.

Si aad u furto **Kumbiyuutarka**, guji badhanka Bilow. Waxay tani furaysaa liiska Bilow. Ka dibna guji **Kumbiyuutarka**

Galka adag waxuu caadi ahaan u kala baxaa labo gal: (C:) iyo (D:).

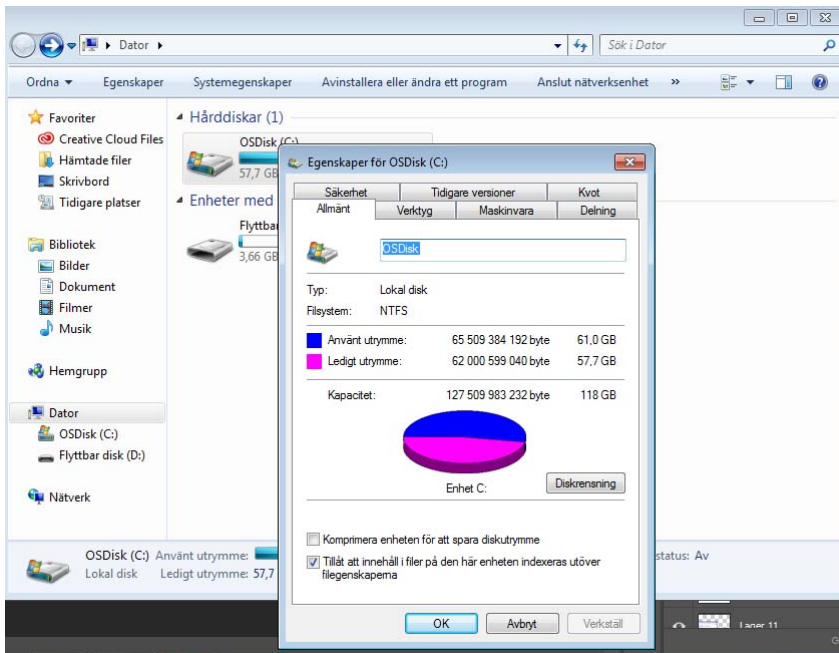
- Daloolka Cajalka/DVD-ga waxaa caadi ahaan lagu tilmaamaa xarafka (E:).
- Galalka laga qaado ee ku xiran daloolka USB. Waxay tani muujisaa galka xasuusta USB (F:).

Fur tilmaamaha galka



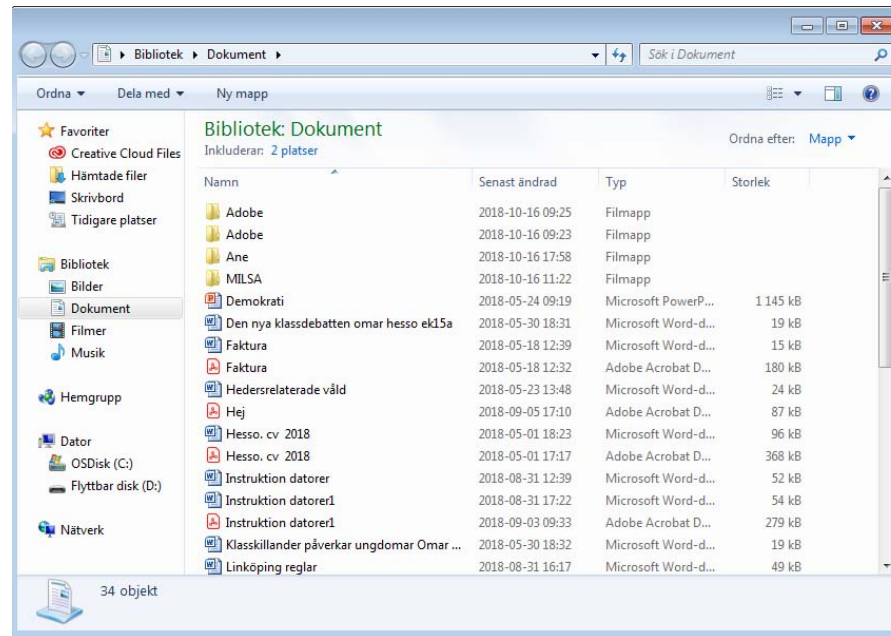
- Fur tilmaamaha galka adigoo labo jeer gujinaya calaamadda galka ee daaqadda kumbiyuutarka.

- Eeg tilmaamaha galka adigoo midig ka gujinaya galka oo dooranaya **Tilmaamaha.**



- Waxay tani muujin doontaa sanduuq leh macluumaad ku saabsan bannaanka diyaarka ah, bannaanka la isticmaalay iyo awoodda galka.

Dukumeentiga



- **Dukumeentiyada** waa gal shakhsi ahaaneed oo aad ku haysan karto dukumeentiyada, faylalka sawir ah, faylalka maqal ah iyo faylal kale. Haddii kumbiyuutarka ay dhowr qof istimaalaan, gal lagu magacaabo Dukumeentiyadayda ayaa isticmaale kaste loo abuuraa.
- **Dukumeentiyada waxaa laga heli karaa liiska Bilow**



Maamulka faylka iyo galka

Maamulka faylka iyo galku waa muhiim.

- **Fur** fayl (saddex hab oo kaladuwan):

Labo jeer guji AMA
Dooro faylka oo riix badhanka Enter AMA
Midig ka guji oo dooro **Fur**.

- **Magac kale u yeel:**

Midig ka guji faylka aad rabto in aad magac kale u yeesho. Dooro **Magac kale u yeel**. Geli magaca cusub. Riix badhanka Enter.

- **Masax:**

Midig ka guji faylka oo dooro **Masax**. Xaqiiji in aad rabto in aad kaas masaxdo. Faylka waxaa ka dib loo qaadi doonaa Baaldi Dib u warshadayn.

- **Koobiye:**

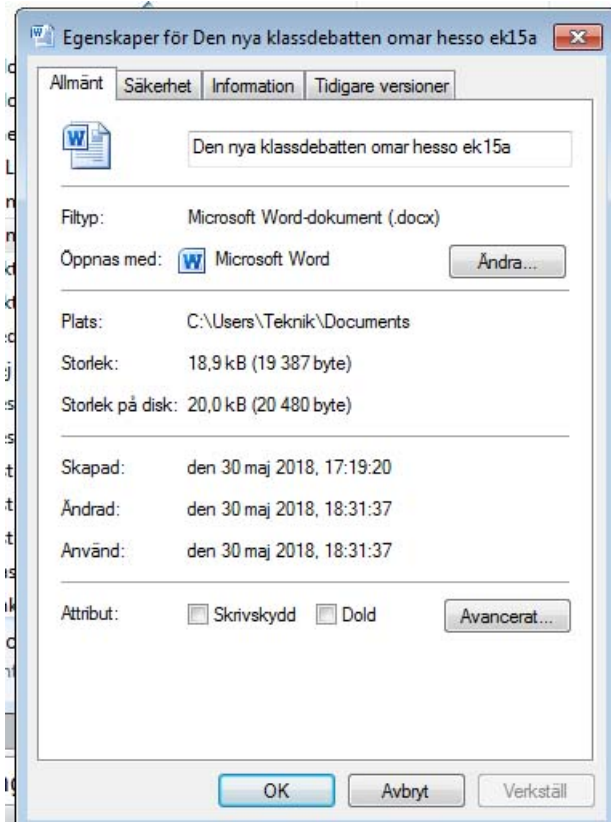
Midig ka guji faylka. Dooro **Koobiye**. Waxaad koobiga faylka dhigi kartaa goob kale adigoo midig ka gujinaya meel bannaan oo dooranaya **Dhig**. Faylka asalka ah ayaa weli yaalla halkii hore.

- **Jar:**

Midig ka guji faylka. Dooro **Jar**. Waxaad kaas dhigi kartaa goob kale adigoo midig ka gujinaya meel bannaan oo dooranaya **Dhig**. Marka aad doorato Jar oo Dhig, waxaad faylka asalka ah u qaadaysaa goob cusub.

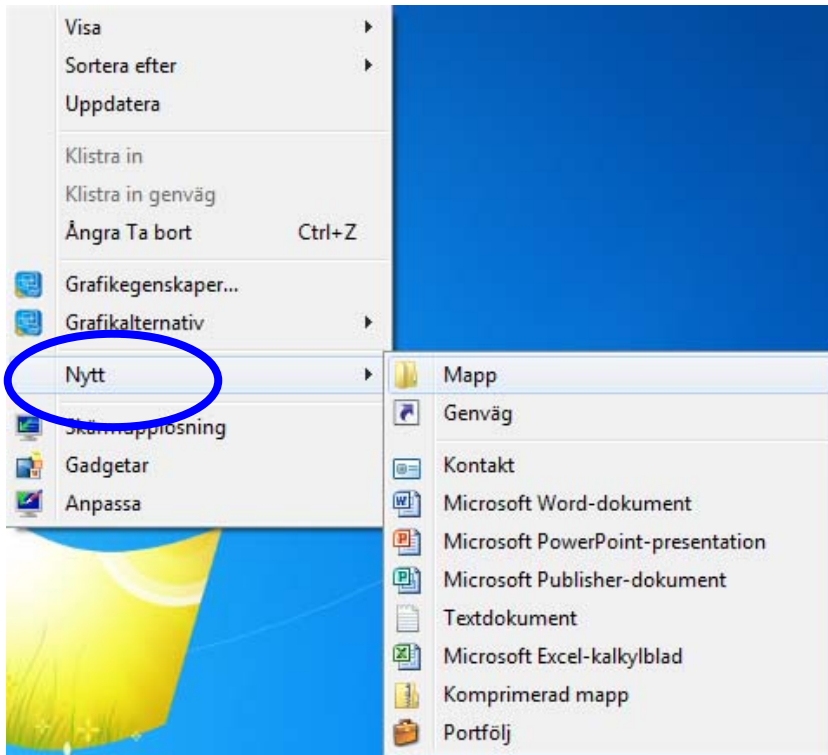


Tilmaamaha Fayl



- Midig ka guji faylka oo dooro **Tilmaamaha**. Waxay tani muujinaysaa sanduuq leh macluumaadka ugu muhiimsan ee ku saabsan faylka: magaca faylka, qiyaasta, goortii la abuuray, goortii ugu dambaysay ee la beddelay, iyo goortii ugu dambaysay ee la isticmaalay.
- Ilaalinta qorista: Haddii aad doorato **Ilaalin Qoris**, faylka lama beddeli karo.
- Qarsoon: Haddii aad doorato **Qarsoon**, isticmaaluhu ka dib ma arki karo faylka.

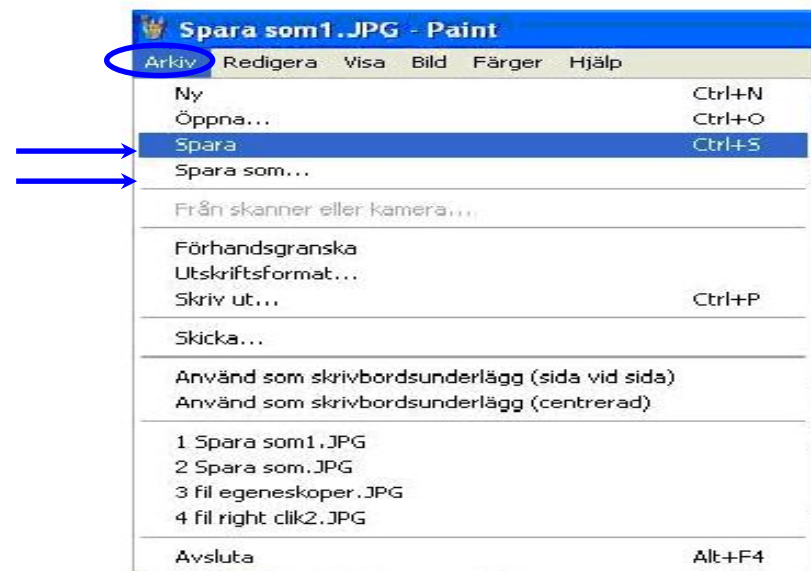
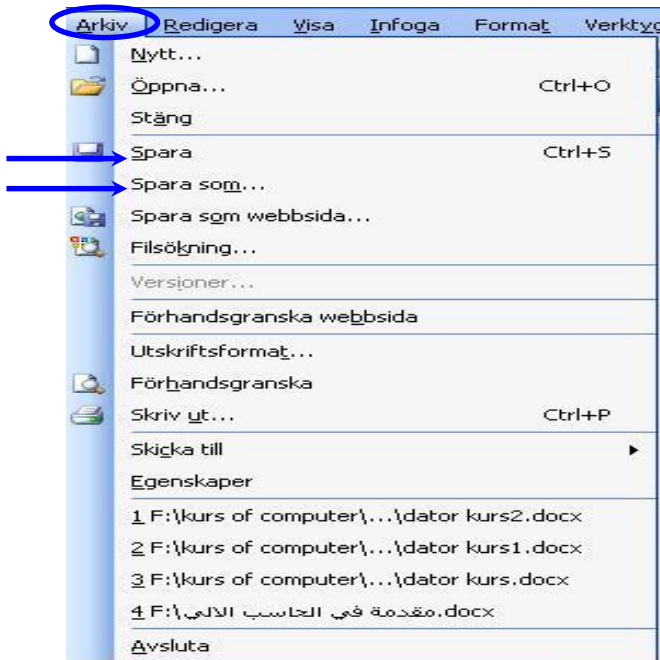
Gal cusub ama fayl cusub ka abuur daaqad gaar ah.



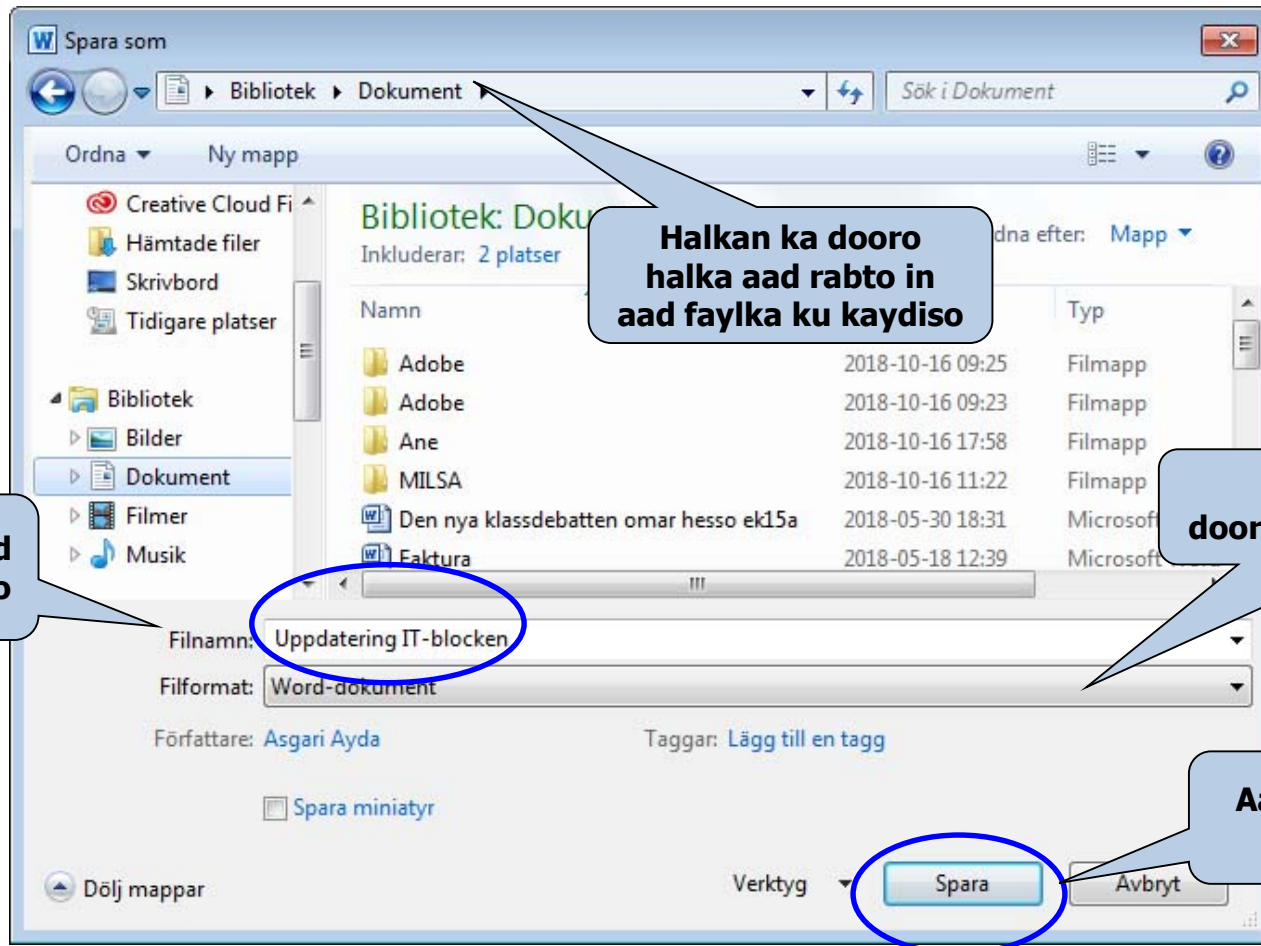
- Fur daaqadda aad rabto in aad ka abuurto fayl ama gal cusub. Midig ka guji meel bannaan oo ka mid ah daaqadda ka dibna **Cusub** ka dooro liiska mawduuc oo nooca **Galka** ama faylka ka dooro liiska mawduuc ee xiga.
- Galka cusub magac u yeel. Magaca kuma jiri karaan calaamado gaar ah sida | ? / ^ * > . Riix badhanka Enter si aad magaca u kaydiso.

Kaydi iyo ku kaydi

- Marka ugu horraysa ee aad fayl kaydiso, isticmaal **Ku Kaydi** oo aad ka helayso liiska Faylka. Ka dibna dooro magaca faylka iyo halka aad rabto in aad faylka ku kaydiso.
- Mustaqbalka, isticmaal **Kaydi** oo aad ka helayso liiska Faylka si aad dukumeentigaaga ugu kaydiso isla goobtii iyo isla magacii hore. Waxaa kaloo aad gujin kartaa calaamadda Cajalka kumbiyuutarka ee jeexa liiska.
- Haddii aad rabto in aad magaca faylka beddesho ama ku kaydiso goob kale, isticmaal **Ku Kaydi** oo aad ka helayso liiska Faylka. Magac fayl cusub ama goob cusub ayaad ku dooran kartaa hawshaas.



Doorashada **Ku Kaydi** oo laga helayo liiska Faylka waxay furtaa sanduuq hadal leh. Faylka magac u yeel. Sheeg halka aad rabto in aad faylka ku kaydiso. Guji **Kaydi**.



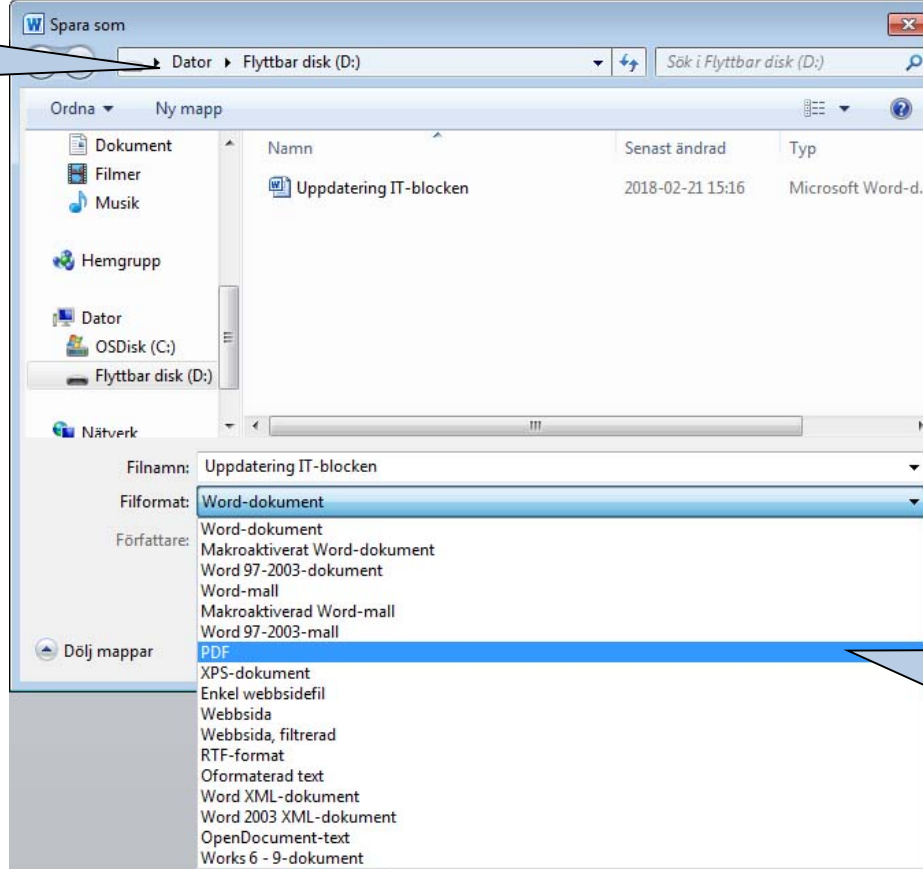
Geli magaca aad faylka u doorato

Halkan ka dooro halka aad rabto in aad faylka ku kaydiso

Halkan ayaad ka dooranaysaa nooca faylka

Aakhirka, guji "Kaydi"

Goobta aad
faylka ku
kaydinayso

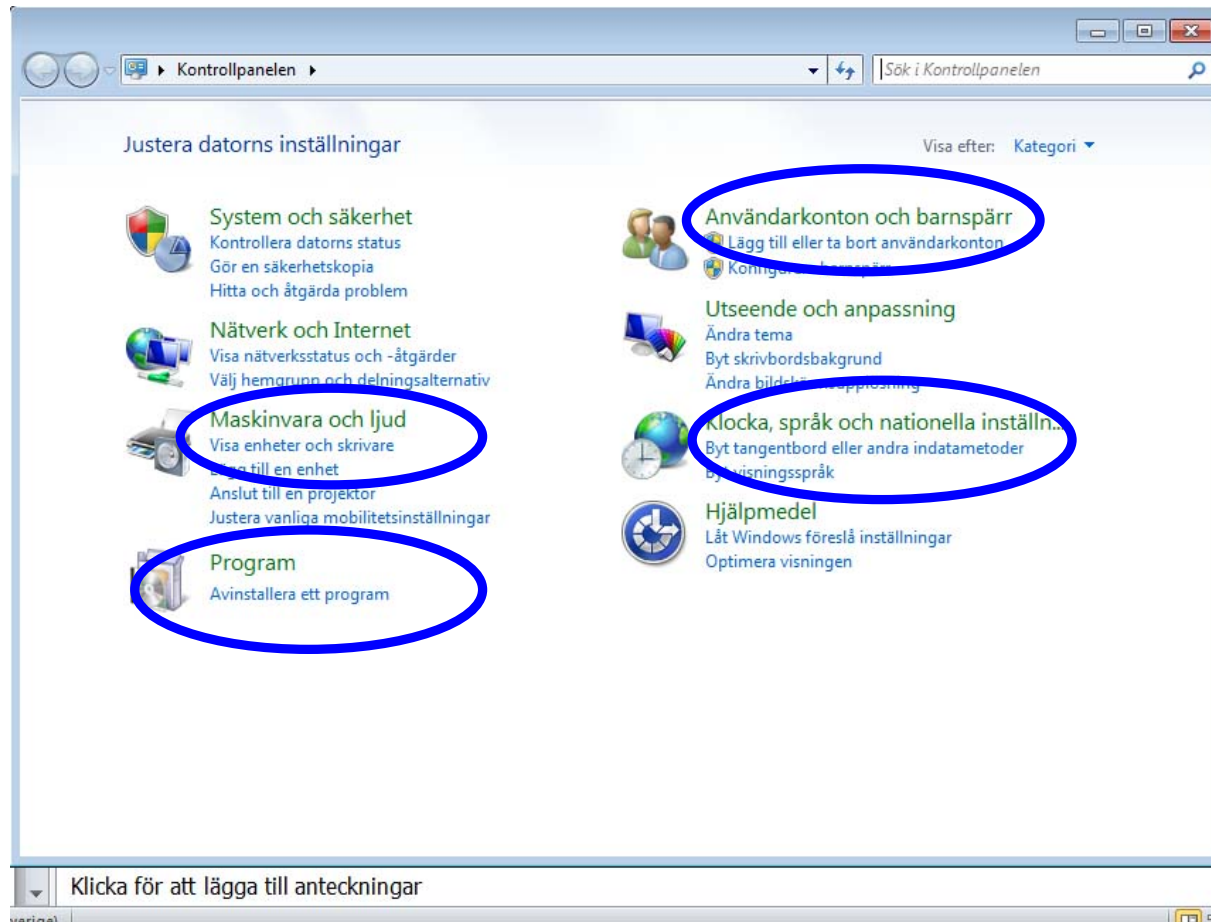


Qaababka faylka ee
Rinjiyee isticmaali
karo

- Waxaad qaab fayl ku dooran kartaa amarka **Ku Kaydi**. Barnaamijyada qaarkood ayaa dhowr fursadood u haya qaabka faylka, sida barnaamijka Rinjiyee (eeg sawirka).
- Magaca faylku waxuu u kala baxaa labo qaybood, matalan File 1.jpg. Qaybta koowaad, "File 1", waa magaca aan u doorannay sawirka. Qaybta labaad, "jpg", waa qaabka faylka ee aan ka doorannay fursadaha ka diyaar ah barnaamijka lagaga shaqeeyo sawirka ee aan ku shaqaynayno.
- Fayl kaste waxaa lagu furi karaa oo keliya barnaamijyada qaabka faylku ku habboon yahay. Matalan, faylalka maqalka ah waxaa lagu furi karaa Windows Media Player, RealPlayer ama barnaamij nooc kale ah oo loogu talagalay faylalka maqalka ah. Laakiin suurogal ma aha in fayl qoraal ah lagu furo Media Player (Daaraha Warbaahinta).

Miiska Maaraynta

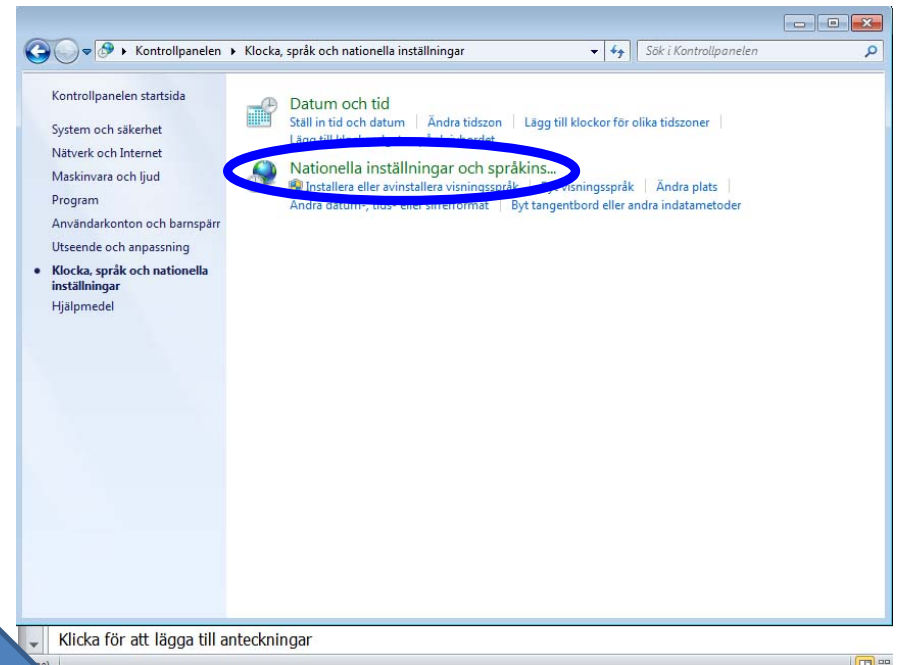
- Daaqadda **Miiska Maaraynta** waxaa ku yaalla calaamado aad isticmaali karto si aad ugu habayso gundhigyada shakhsi ahaaneed. Matalan, waxaad ku dari kartaa kana saari kartaa qalabka adag iyo barnaamijka, waxaad gelin kartaa daabaceyaal waxaanad beddeli kartaa muuqaalka galalka iyo daaqadaha.
- Dhowr siyaabood ayaa loo furi karaa Miiska Maaraynta:
- Miiska Maaraynta waxaa toos looga geli karaa liiska Bilow.

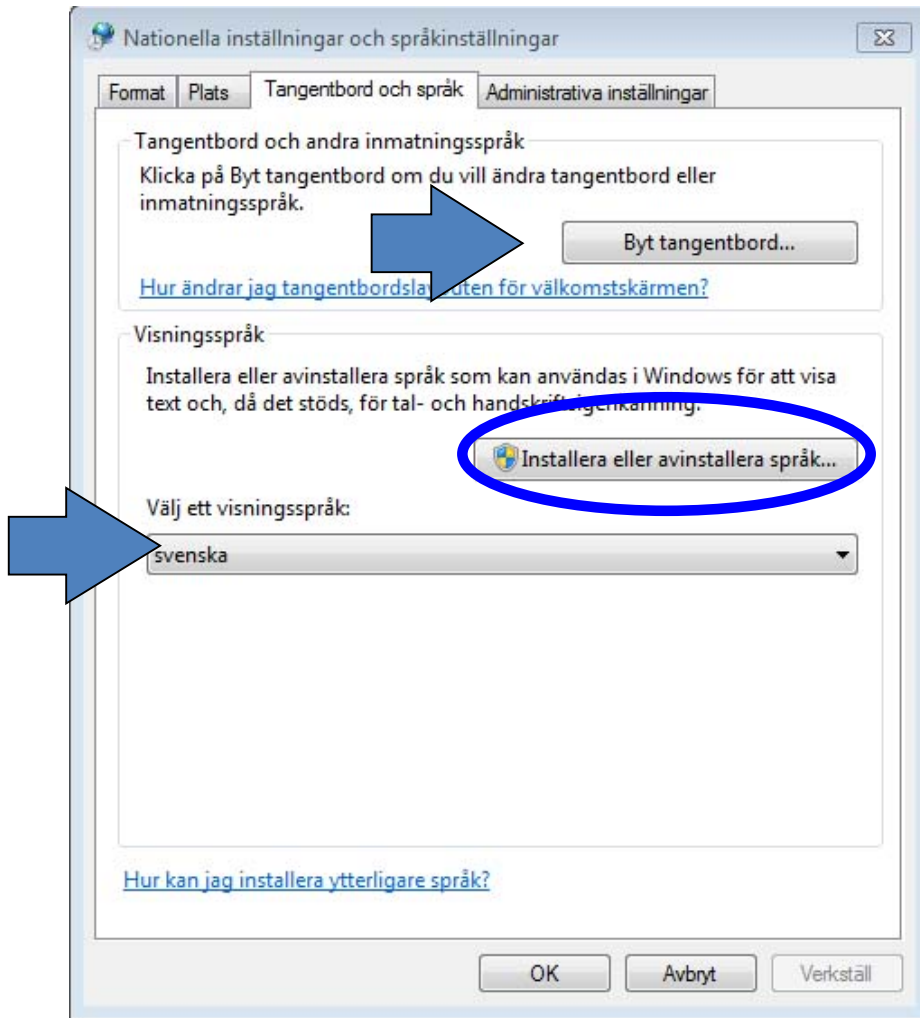


Miiska Maaraynta waxaa lagu qaban karaa waxyaabo farabadan, laakiin waxaan halkan ku eegi doonnaa oo keliya sifooyinka ugu muhiimsan.

1. Xulashada luqadda iyo habka taariikhaha iyo tirooyinka looga muujiyo kumbiyuutarka

1. Fur Miiska Maaraynta.
2. Dooro **Xulashooyinka Goboleed iyo Luqadeed** adigoo labo jeer ku gujinaya badhanka bidix ee doolliga.
3. Waxaa muuqanaya sanduuq hadal leh oo aad ka dooran karto sida tirooyinka, sarrifka iyo taariikhaha loo muujiyo.
4. Si aad luqad ugu darto ama uga saarto, guji lifaaqa **Teebabka iyo Luqadaha.**



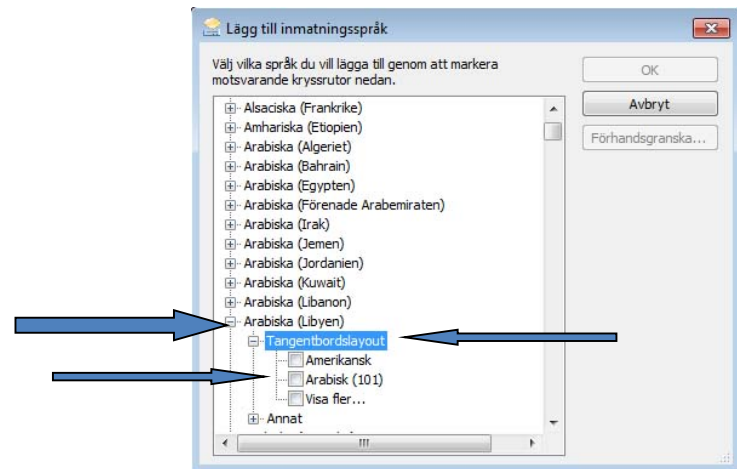
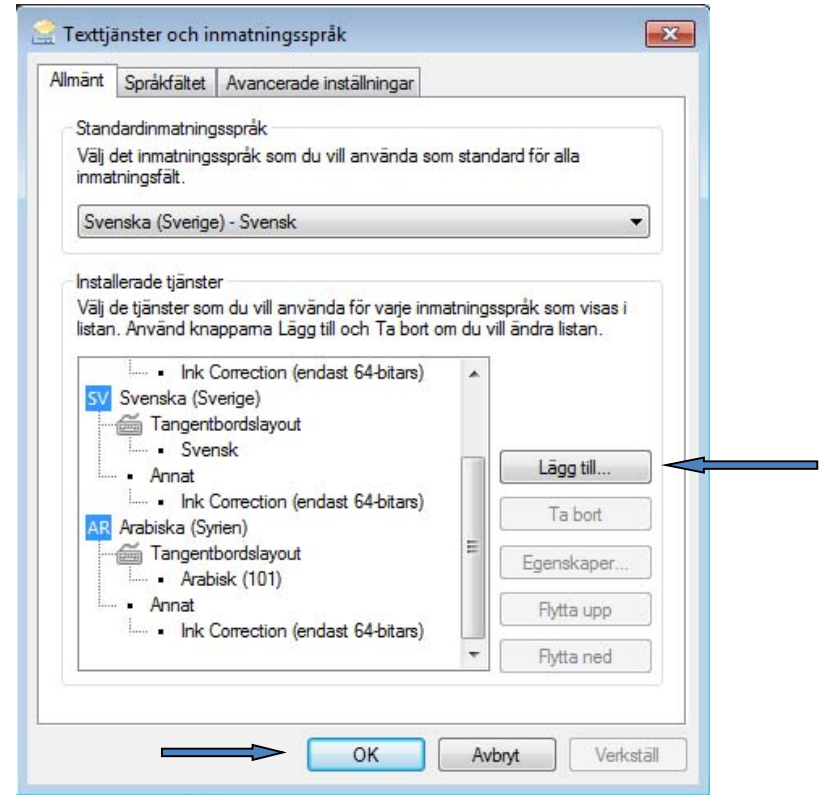


- Dooro xulashada **Geli faylalka luqadaha midig ilaa bidix** haddii aad rabto in aad sifadan isticmaasho. (Haddii nuskhaddaada barnaamijka Windows aanay luqadahan lahayn, tani suurogal ma noqonayso.)
- Guji badhanka **Beddel teebabka...** (eeg sawirka) si aad u soo saarto sanduuqa hadal leh ee xiga.
- Dooro xulashada **Geli faylalka luqadaha Aasiyada Bari** haddii aad rabto in aad luqadahan isticmaasho.

- Guji **Ku dar...** si aad ugu darto luqad cusub ama **Ka saar** si aad u masaxdo luqad hore loo geliyey kumbiyuutarka.

- Matalan, dooro **Carabi** (eeg sawirka).
Ka dibna guji **OK** si aad u kaydiso isbeddellada.

- Weliba ka riix **OK** sanduuqa hadal leh ee koowaad si aad luqadda u doorato.

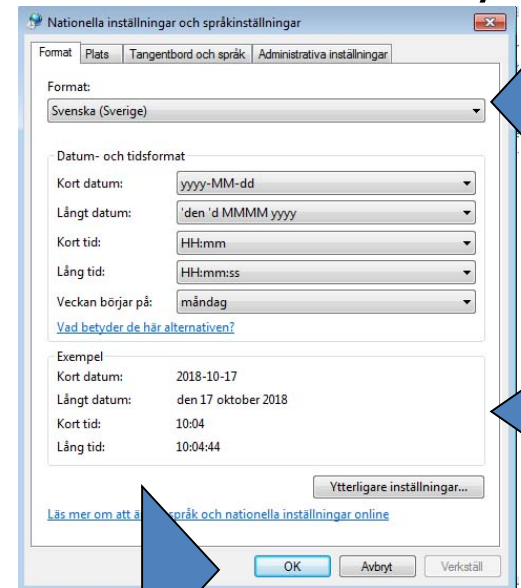


2. Taariikhda iyo Saacadda

Miiska Maaraynta ayaad ku dooran kartaa qaabka saacadda iyo taariikhda iyo soonaha waqtiga. Kuwan badi hore ayaa si sax ah loogu habeeyaa marka kumbiyuutarka la diyaariyo. Laakiin haddii aad u baahato in aad hagaajiso taariikhda ama saacadda, waa suurogal in aad sidaas halkan ku samayso.

Fur **Miiska Maaraynta** oo labo jeer guji **Taariikhda iyo Saacadda**.

Sanduuq hadal leh ayaa muuqanaya halkaasoo aad ka habayn karto taariikhda iyo saacadda oo aad ku saxi karto haddii hore si qalad ah loogu habeeyey.



3. Ku dar ama Ka saar Barnaamijyada



Lägg till eller ta bort program

Marka aad gujiso **Barnaamijyada**, waxaa muuqanaya liiska dhammaan barnaamijyada ku jira kumbiyuutarkaaga. Waxaad barnaamijka ka dooran kartaa liiska waanad saari kartaa.

Waxaad ku dari kartaa barnaamij cusub ama ka saari kartaa mid ka mid ah qaybaha Windows, laakiin waa in aad haysato xuquuqda hawlmaamule si aad taas u samayso.

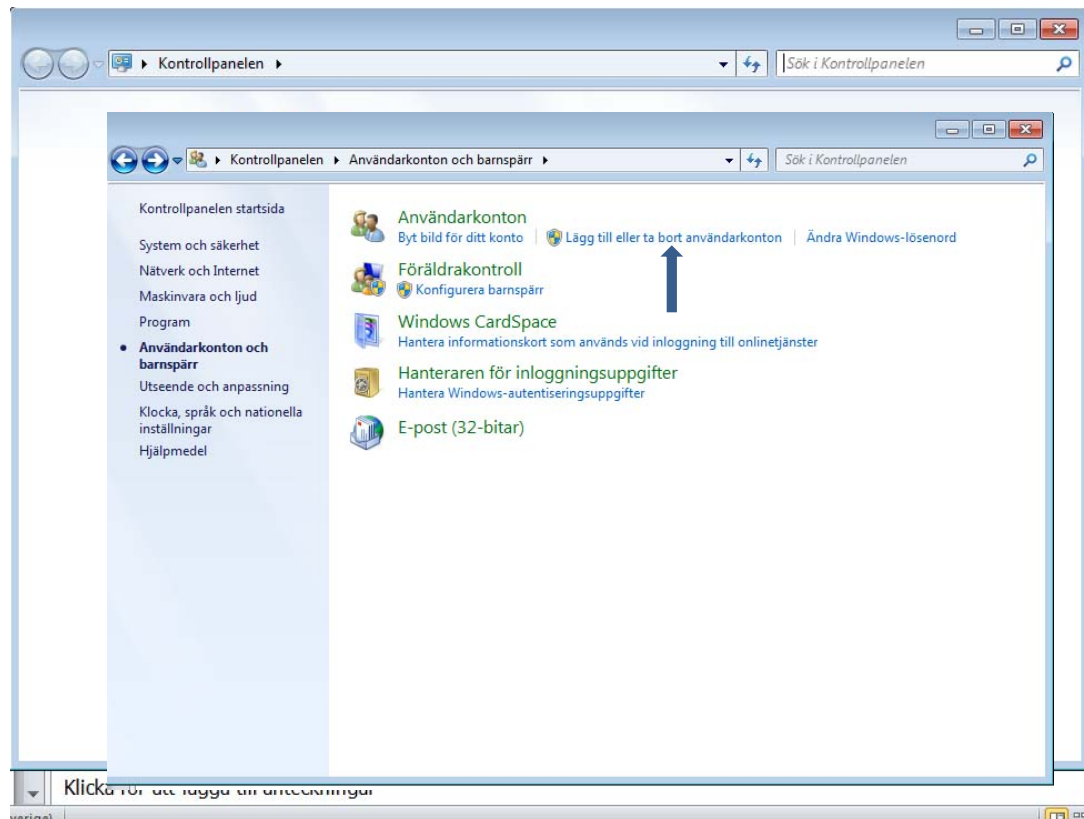
Haddii aadan xuquuqda hawlmaamule haysanin, ma beddeli kartid mana saari kartid qayb ka mid ah nidaamka hawlgalka.

Namn	Utgivare	Installation...	Storle...
Adobe Acrobat Reader DC - Svenska	Adobe Systems Incorporated	2018-10-08	
Adobe Connect	Adobe Systems Inc.	2018-08-31	1
Adobe Creative Cloud	Adobe Systems Incorporated	2018-10-16	8
Adobe Photoshop CC 2018	Adobe Systems Incorporated	2018-05-17	
Adobe Photoshop CC 2019	Adobe Systems Incorporated	2018-10-16	
Drivrutin för Intel® grafik	Intel Corporation	2018-04-19	7
Google Chrome	Google Inc.	2018-05-01	
Google Toolbar for Internet Explorer	Google Inc.	2018-05-01	
HP Hotkey Support	Hewlett-Packard Company	2018-04-19	1
Microsoft .NET Framework 4.7.2	Microsoft Corporation	2018-08-23	3
Microsoft .NET Framework 4.7.2 (svenska)	Microsoft Corporation	2018-09-14	2
Microsoft Office Professional Plus 2010	Microsoft Corporation	2018-04-19	
Microsoft Silverlight	Microsoft Corporation	2018-03-06	5
Microsoft Visual C++ 2005 Redistributable	Microsoft Corporation	2018-04-25	
Microsoft Visual C++ 2005 Redistributable (x64)	Microsoft Corporation	2018-04-25	
Microsoft Visual C++ 2008 Redistributable - x64 9.0.3...	Microsoft Corporation	2018-04-25	

4. Akownada isticmaalaha



- Gundhig kaloo muhiim ah oo lagu samayn karo Miiska Maaraynta waxa weeyaan awoodista in lagu daro akown isticmaale cusub ama la beddelo mid hore u jira.
- Marka aad diyaariso akowno isticmaale oo kaladuwan, isticmaale kaste ayaa ku shaqayn kara faylal isaga gaar u ah iyo erey isgarad isaga gaar u ah. Sifadan waxaa loo baahan yahay marka ay dhowr qof isticmaalaan isla kumbiyuutar keliya.
- FG! Si aad tan u habayso waxaad u baahan tahay xaqa maamulka kumbiyuutarka (xuquuqda hawlmaamule).



5. Daabaceyaasha iyo Fakisyada

Daabaceyaasha waxaa laga furi karaa liiska Bilow.

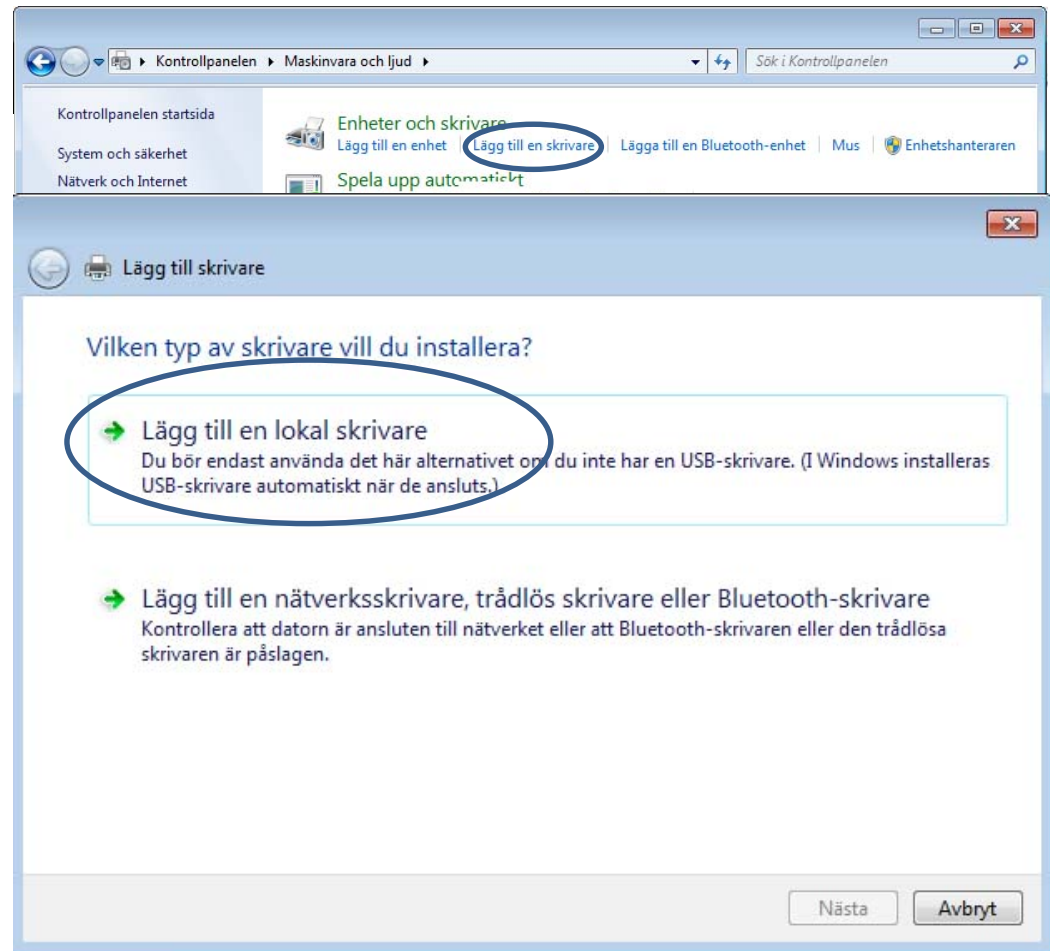
Waxaa weliba suurogal ah lagu daro daabace cusub oo hoose iyadoo la isticmaalo cajalka gelinta ee daabacaha la socda.

Si aad dukumeenti u daabacdo, liiska Faylka gudihiisa ka dooro **Daabac. Daabaceyaasha** ku jira Miiska

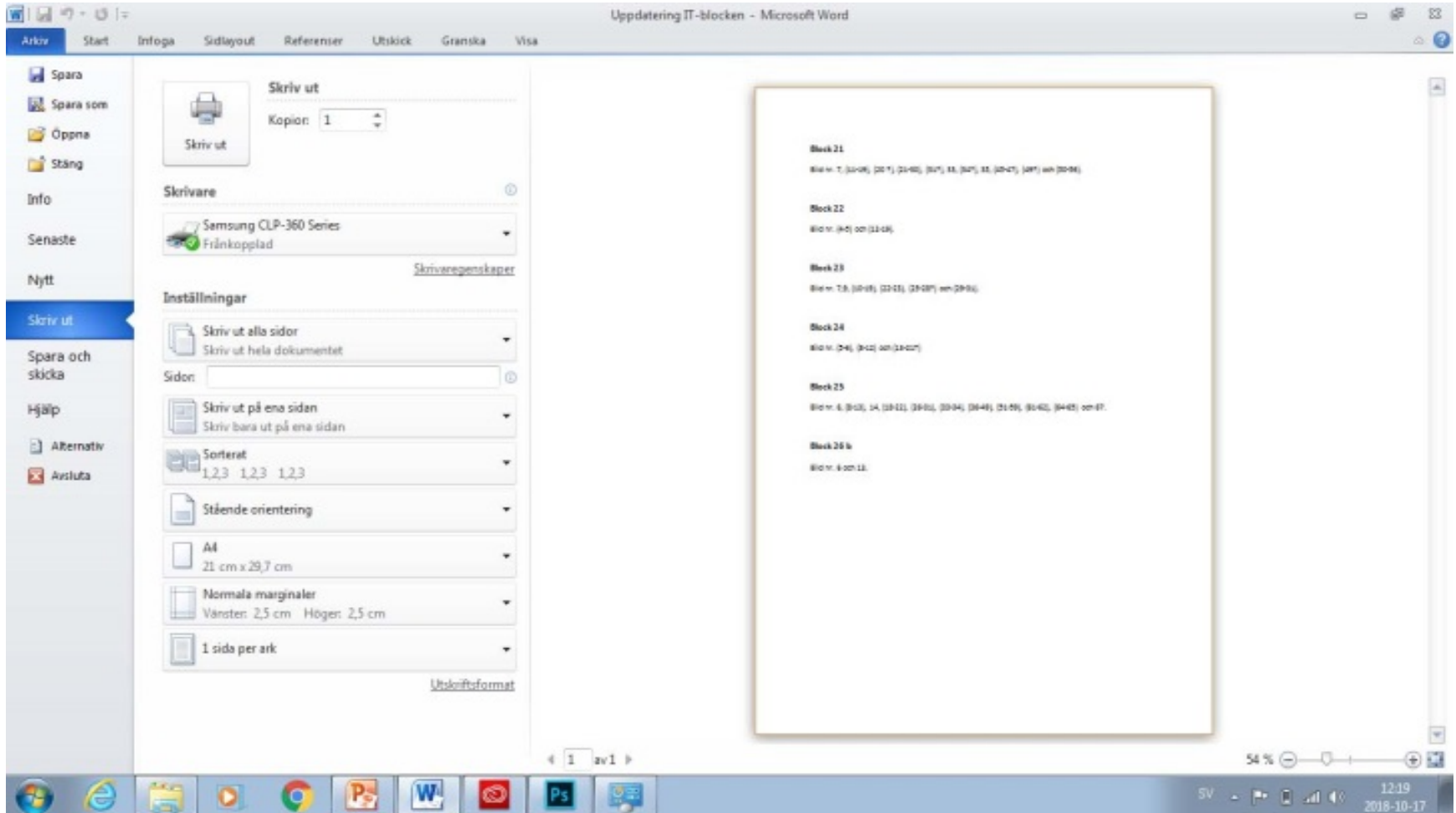
Maaraynta, waxaad kala socon kartaa shaqooyinkaaga daabacaadda, ka tirtiri kartaa daabacaadda ama ku maarayn kartaa shaqo daabacaad.

Habaynta daabaceyaasha

Halkan waxaad ku dari kartaa daabace, adigoo isticmaala cajal ama ka geliya internetka.



Marka aad barnaamij wax ka daabacayso, isticmaal **Daabac** ee ku jira liiska Faylka. Haddii aad warqad daabacan codsato adigoo gujiya calaamadda daabacaha ee ku taalla jeexa qalabka, ma maarayn kartid shaqada daabacaadda. Taas halkeeda, daabacaha ayaa daabici doona dukumeentiga oo dhan isagoo isticmaala daabacaha joogtada ah.



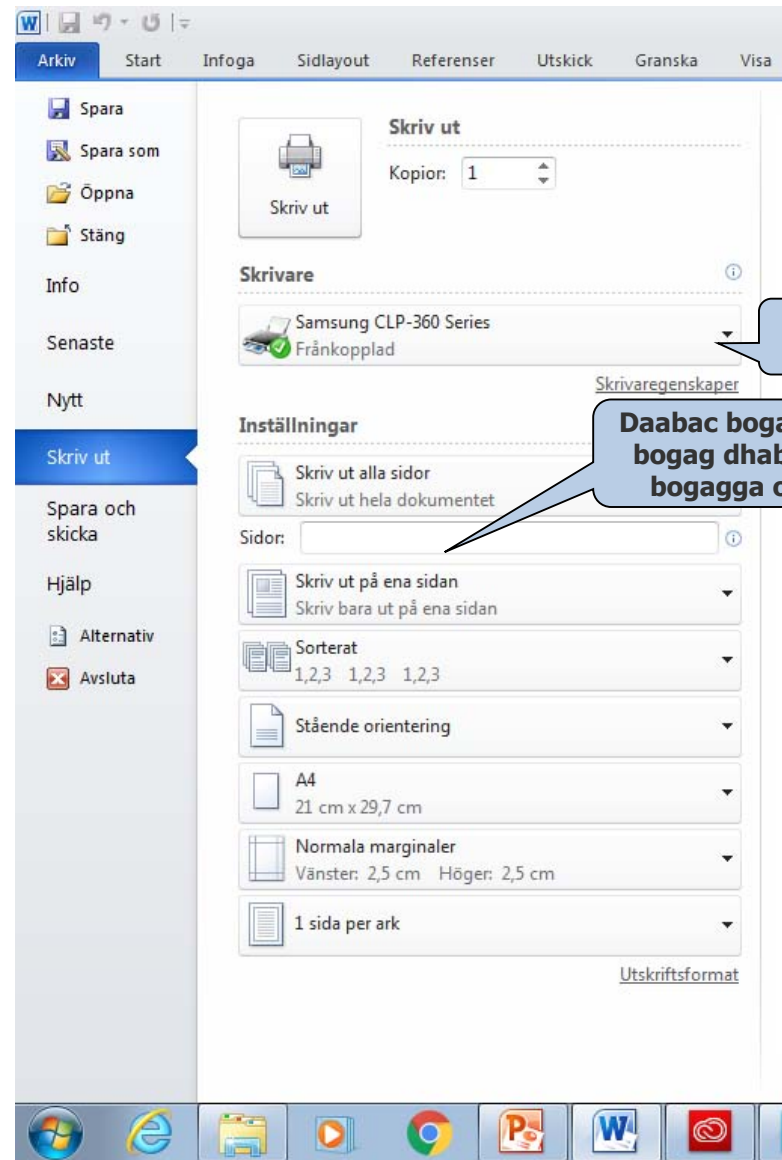
Daabac

Haddii aad wax ku daabacdo liiska Fayl, waxaad dooran kartaa daabacaha aad rabto in aad shaqada daabacaadda u dirto (haddii ay dhowr daabace ku xiran yihiin kumbiyuutarka).

Waxaad dooran kartaa bogagga aad rabto in aad daabacdo.

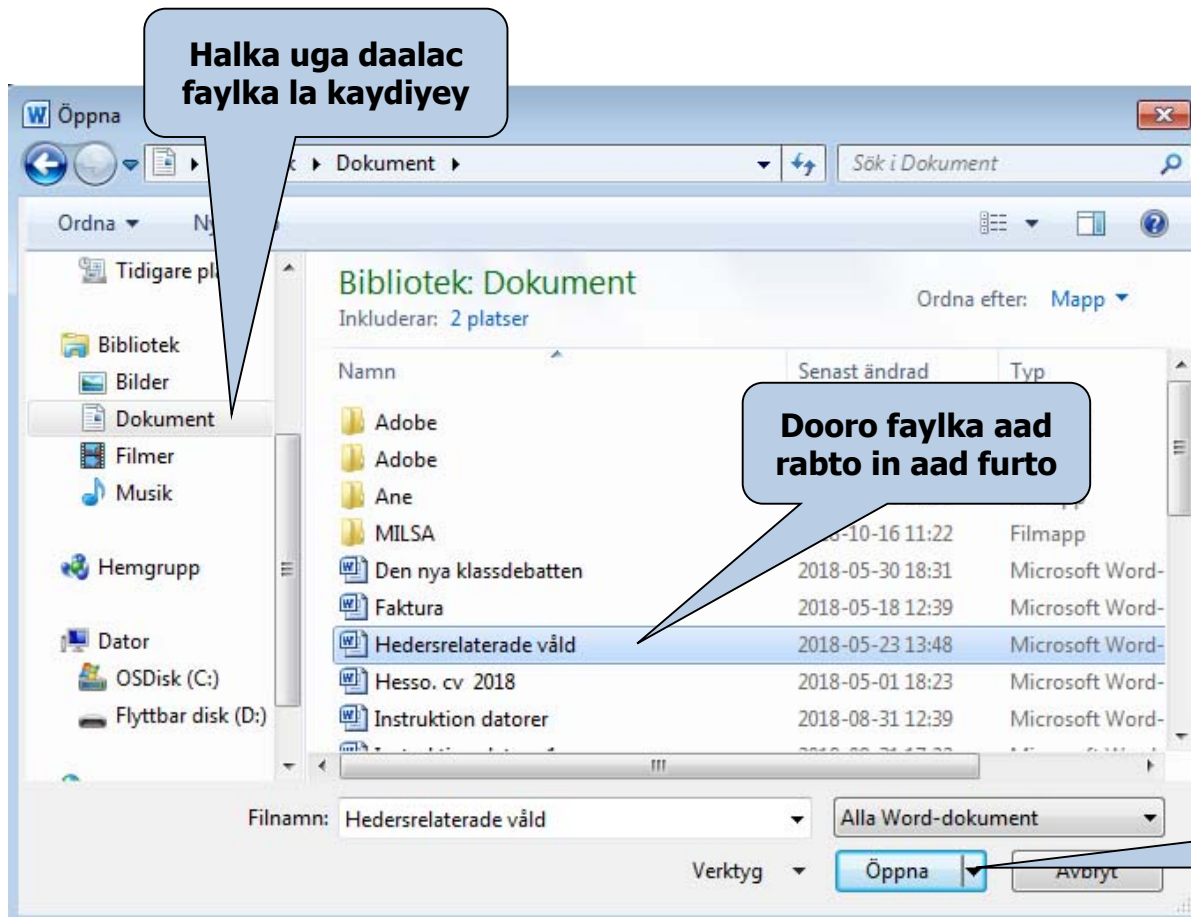
Waxaad weliba daabici kartaa bogagga kisi ah ama kuwa dhaban adigoo isticmaalaya xulashada xigta ee koonaha bidix.

Dooro tirada nuqul iyo haddii la isku dhejiyo.



Fur ee barnaamijka Windows

Barnaamij walba waxaa ku jira amarka liiska Faylka ee **Fur**. Marka aad gujiso **Fur**, waxaa muuqanaya sanduuq hadal leh. Sanduuqan hadal leh waxaad uga daalici kartaa goobta uu yaallo faylka la kaydiyey. Labo jeer guji faylka si aad u furto.



Barnaamijku waxuu furi doonaa uun faylalka barnaamijka ku habboon. Matalan, barnaamijka Microsoft Word waxuu furi doonaa uun faylalka Word.

Guji 'Fur' marka aad fayl doorato

Baarista barnaamijka Windows



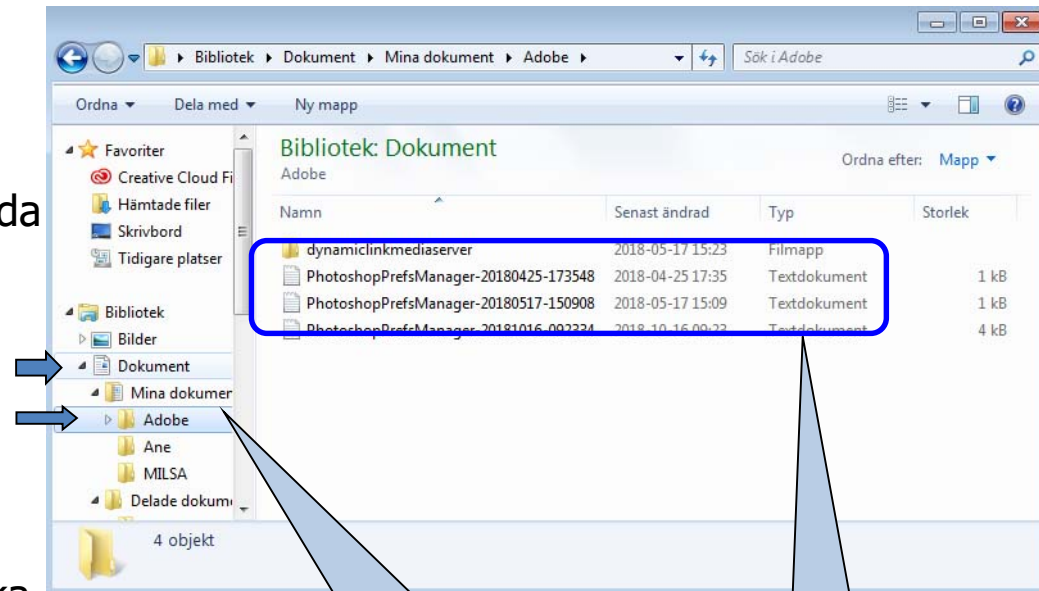
Fur **Daalacaha Windows** adigoo midig ka gujinaya badhanka Bilow oo dooranaya **Fur Daalacaha Windows**.

Daalacaha Windows waxuu ka kooban yahay labo qaybood, jeex bidix iyo jeex midig.

Daalacaha Windows waxuu waxyaabaha ku jira kumbiyuutarkaaga ku muujiyaa muuqaal geed u eeg. Shayada calaamadda u gee ay hor taallo waxaa ku jira galal hoose. Guji calaamadda u gee ee ku ag taalla galka si aad u muujiso galalka hoose ee ku jira.

Marka galalka hoose ay ka soo baxaan muuqaalka geedka u eeg, calaamadda u gee waxay isku beddeshay calaamadda ka jar. Marka aad gujiso gal ku yaalla jeexa bidix, waxyaabaha ku jira galka ayaa ka muuqanaya jeexa midig ku yaalla.

Si aad u qariso galalka hoose, guji calaamadda ka jar ee ku ag taalla galka.

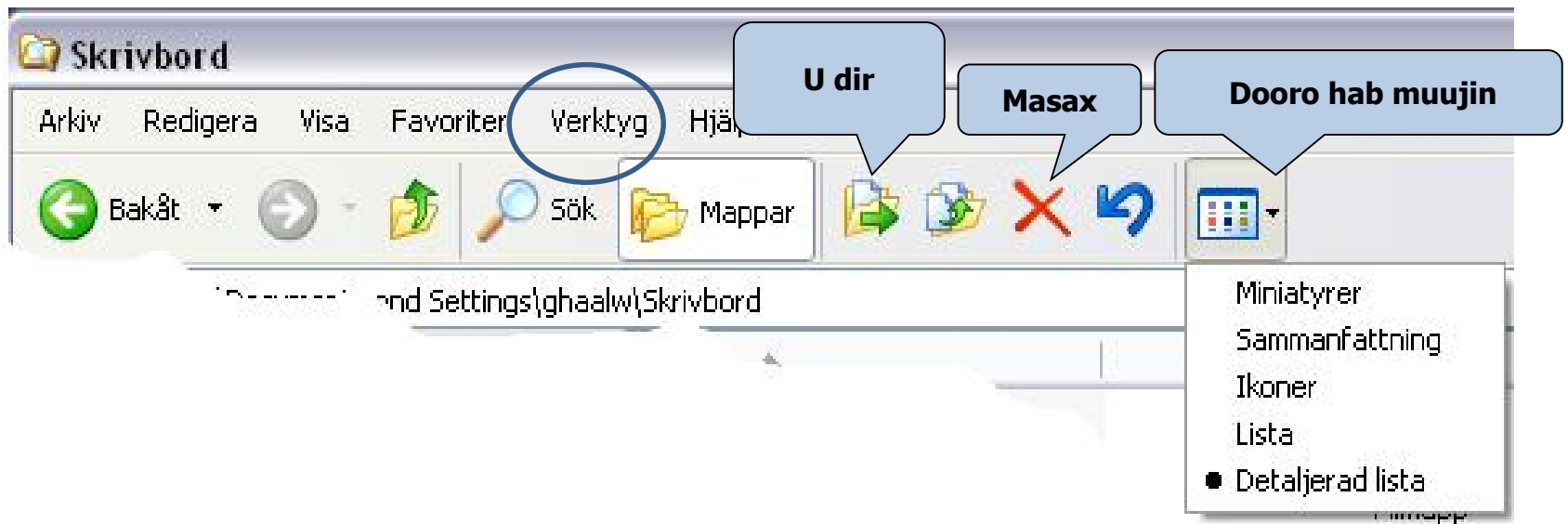


Fur galka leh calaamadda leebka

Waxyaabaha ku jira galka la furay

Hawlgallada kor lagaga hadlay waxaa dhammaantood lagu fulin karaa jeexa midig. Waxaad weliba wax ka masixi kartaa, magac kale ugu yeeli kartaa, ka jari kartaa kana dhigi kartaa, iwm. jeexa qalabka (eeg sawirka).

Waxaad weliba maarayn kartaa sida waxa ku jira loo muujiyo (Sawirro yar yar, Lama taabte, Calaamado, Liis, Liis Faahfaahsan). Waxaad weliba raadin kartaa fayl gaar ah.



Baarbaar gudaha Windowska

Baaritaanka waxaa uu ka koobanyahay, hal bidix iyo- hal midig oo boggooyin ah.

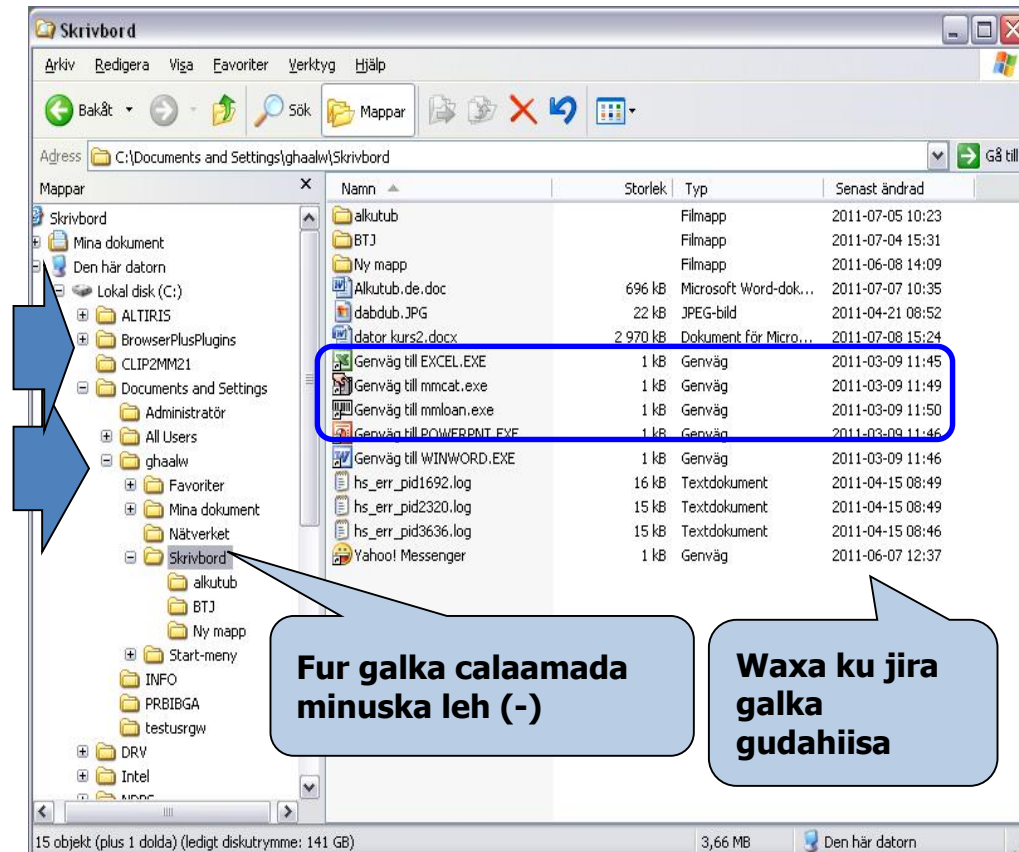


Fur halkan baaritaanka **Utforska** adigoo lab jeer riixaya batoon. Kadib dooro halkan baaritaanka **Utforska**.

Baarbaaraha waxuu ku tusayaa kombiyuutarka gudahiisa isagoo kuu muujinaya sidey u kala baxaan. Shayada hoortooda ku qoran calaamada + waxaa ku dhex jira galal kale. Riix calaamada + ee galka agteeda sidaad u muujisid galalka ku dhex jira gudahiisa.

Marka ee muuqdaan galalka ku dhex jirey markaas ayaa calaamadii + ahayd isku baddaleysaa minus. Marka aad rixdid galka bogga bidixda ka xiga waxaa kaaga muuqanaya gudaha waxa ku jira galka, dhinaca bogga midigta.

Mar hadii aad rabtid in aad qarisid faylalka galka hoostiisa ku jira riix calaamada minuska ee galka agteeda.



Bogga midigta kaa xiga waxaa ka qaban kartaa hawgal kala duwan oo hore aan casharo ku soo qaadanay. Waa tirtiri kartaa, magaca baddeli kartaa, ka jari iyo ku dhajin kartaa iyo wixii la mid ah. Dhinaca garoonka qalabyada (fiiri sawirka).

Waxaa xita maamuli kartaa shayga ku jira habka ee u muuqanayaan (shay yar, kooban, sanabo, Listo, Listo faahfaahsan).
Waxaa xita raadin kartaa fayl qaas ah.

