

COM fAfhfCf“,đŽg—p‰Ŧ“\,ÈfAfhfCf“,ì^ê—,É’Ç‰Á,μ,Û,·□B

COM fAfhfCf“,đŽg—p%oÂ“\,ÈfAfhfCf“,ì^ê—,©,çííœ,μ,Û,·B

fRf“fsf...□[f^,ÉfCf“fXfg□[f<,Å,«,é COM fAfhfCf“,đ^ê—,μ,Û,·□B

COM fAfhfCf“ ftf@fCf-,lfpfX,Ü,½,í“Ç,Ý□ž,ÝŽž,ì“ ©□ì,ðžw'è,μ,Ü,·□B

COM fAfhfCf“ ftf@fCf<,lfpfX,đŽw'è,μ,Û,·□B

COM fAfhfCf“,đ,č,ÂfRf“fsf...[f^,É“Ç,Ýž,p,©,đŽw'è,μ,Û,·B,½,Æ,!,ÎAOutlook ,đ%  
,s,Ä<N“®,·,é,Æ,«,É“Ç,Ýž,Û,ê,éfAfhfCf“,âA%o,ß,ĂŽg—p,·,é,Æ,«,É“Ç,Ýž,Û,ê,éfAfhfCf“,â, ,è,Û,·B



f}}fNf,δ-³CEø,É,μ,Äftf@fCf<,đŠJ,«Af}}fNf,É'¶Y,·,é%oÂ"\«,ª, ,éf}}fNf fEfCf<fX,ª"®i,μ,È,ç,æ,κ  
,É,μ,Ü,·B[f}}fNf,δ-³CEø,É,·,é] f{f^f",Å,íAftf[]fbfs[][ fffBfXfN[]Afn[]fh fffBfXfN[]A,Ü,½,Íf|fbfgf[][]fN fhf  
%ofCfu,ðCEÿ[]ð,μ,ÄfEfCf<fX,ðCEÿ[]o,μ,Äí[]œ,·,é,±  
,Æ,í,Å,«,Ü,¹,ñBfEfCf<fX,ðCEÿ[]o,μ,Äí[]œ,·,é,É,íAfEfCf<fX,ìN"ü,ð-h,®"ÁŽè,Èf  
ftfgfEfFfA,ðw"ü,μ,ÄfCf"fxfg[]f<,·,é•K—v,ª, ,è,Ü,·B



f}fNf[],đ—LÆø,É,μ,Äftf@fCf<,đŠJ,«,Ü,·[]Bftf@fCf<,a^À'S,Å, ,é,±,Æ,aŠmŽÀ,È[]ê[]#[]A•K—  
v,Èf}fNf[],aftf@fCf<,ÉŠÜ,Ü,ê,Ä,ç,é[]ê[]#,É[]A[f}fNf[],đ—LÆø,É,·,é] ,đfNfŠfbfN,μ,Ü,·[]B

f}fNf fEfCf·fX,đŠÜ,ň,Å,ç,é%oÂ"\\«,ª, ,éftf@fCf<,đf`fFfbfN,·,é•û-@,É,Â,ç,Ä'Ç%oÁî•ň,đ•\Ž!,μ,Ü,·B

f}fNf□,đŠÜ,þftf@fCf.,ļfpfX,đ•\Ži,μ,Ü,·□B



-Ú“l,lfZfLf...fŠfefB flfvfVf#f“,đfNfŠfbfN,μA[OK],đfNfŠfbfN,μ,Ü,·B,±,lftf@fCf<,đf}fNf  
fEfCf<fX,©,ç•ÚCÈì,·,é•û-@,É,Â,ç,Ä,ì'Ç%°Áî•ñ,đ•\Žì,·,é,É,ÍAOoffice fAfVfXf^f“fg,ÅfL[fhufZfLf...  
fŠfefBv,đ“ü—í,μ,Ü,·B

□M—Š, Ì, ¨, ¯, éf}fNf□ŠJ”ŽÒ-¼, ð^è——•Žl, μ, Ü, ·□B, ±, ê, ç, ÌŠJ”ŽÒ, ¢□ì□¬, μ, ½f}fNf□, ðŠÜ, bftf@fCf<, ðŠJ, t  
, ½, èfAfhfCf“, ð”Ç, Ý□ž, ñ, ¾, è, ·, é, Æ□Af}fNf□, ¢Ž© “ @“l, É—LCEø, É, È, è, Ü, ·□B

'l'đ,μ,½-¼'O,đM—Š,ì,¨,¯,éñ[fXCE³fŠfXfg,©,çíœ,μ,Û,·B

fCf“fXfg□f<□İ,Ÿ,İfef“fvfĒ□[fg□AfAfhfCf“□ACOM fAfhfCf“,É,Â,ç,Ä Office ,ÅĒex□□,ð•\Ž|,·,é□ê□‡,Í□A,±  
,İf`fFfbfN f{fbfNfX,ðfİft,É,μ,Ü,·□B



fRf“fsf...[]f^,ÉfEfCf<fXCEŸ[]ǒfvf[]fOf%of€,afCf“fXfg[]f<,³,ê,Ä,ç,é,©,Ç,π,©,đŽ!,μ,Ü,·[]B



«»Ÿ,ŷfHf<f\_ì 1 ,Âã,ŷfHf<f\_ďŠJ,«,Ü,·B

[Œÿðæ] ,Ü,½,Í [•Û'¶æ] f{fbfNfX,É [Favorites] ftfHf<f\_δ•Ž!,μ,Û,·B[Favorites]  
ftfHf<f\_É,ÍA•p"É,ÉŽg,æftf@fCf<,âftfHf<f\_,ìVf#[]fgfjfbfg,ªŠÛ,Û,ê,Û,·B

'l' ð, µ, ½ftf@fCf<, âftfHf<f\_Ö, ðVf#[]fgjfbfg, ð[]-µA, »), ðVf#[]fgjfbfg, ð [Favorites] ftfHf<f\_É'Ç  
%Á, µ, Ü, ·BCE³, ðftf@fCf<, âftfHf<f\_í^Ú“ ®, µ, Ü, ¹, ñB

ftf@fCf<, ì-¼' O, ð' á, «, çfAfCfRf“, Æ<æ, É•\Žì, μ, Ü, ·□B

ftf@fcf<,ljTfCfY,âXV“úŽž,È,ÇAfhfLf...f“fg,ìÚ×,Èî•ň,đ•\Ž!,μ,Û,·B

f^fCfgr<,â[]-ŽÒ,È,ÇA'I'ð,µ,½fhfLf...f[]“fg,ìfvf[]pfefB,ð•\Žì,µ,Ü,·B



'l'đ,μ,½fhfLf...f□f“fg,đŠJ,©,,.É□AfvfĈfrf...□[đ•Ž|,μ,Ů,·□B

fhfLj...f[]"fg,đ"Ç,ÝŽæ,è[]ê—p,ÅŠJ,[]AfhfLj...f[]"fg fv[]f[]pfefB,ì•\Ž!,â•Ò[]W[]AFTP fpfX,ì'Ç  
%oÁ,â•İ[]X,È,Ç,ìfRf}f"fh,ì^ê—,đ•\Ž!,μ,Ü,·[]B

ftfHf<f\_ø□□¬,μ,Ü,·□B

fCf“f^[]f]fbfg fuf%ofEfU,ìŒÿ[]öfy[]fW,đŠ),«,Û,·[]B



-Ú“l, ìF, ðfNfŠfbfN, ·, é, ©A, Ü, ½, Í [Ff, ç]A[‘N, ©, ³]A[-¾, é, ³]A[Ô]A[-Î]A, ·, æ, Ñ [Â]  
f{fbfNfX, ÉF, ðŽ, ·, l, ð“ü—í, µ, Ü, ·B%E‘α, ì-¾, é, ³fo[, ì, Â, Ü, Ý, ðfhf%fbfO, µ, ÄA‘l’ð, µ, ½F, ì-  
¾, é, ³, ð²@, Å, «, Ü, ·B

□F□‡,¢,Í□A□F‘ŠŠÂ,ì‘l,ð•\,μ,Û,·□B[□F□‡,¢] f{fbfNfX,É 0 □` 255 ,ì□’’l,ð“ü—í,.,é,©□A[□F] f{fbfNfX,Å□\  
ŽšCE^fjfcf“f^,ð□¶%°E,Éfhf%°fbfO,μ,Û,·□B

'N,â,©,³,ÍA[F,ìÉ"x,ð•\,μ,Û,·B"l,â'â,«,È,é,Ù,ÇA[F,ì'N,â,©,³,â,μ,Û,·B['N,©,³] f{fbfNfX,É 0 ` 255 ,ì"l,ð"ü—Í,·,é,©A[F] f{fbfNfX,Å\ŽšCE^fjCf"f^,ðã%º,Éfhf%fbfO,μ,Û,·B



-¾,é,³,Í□A□F,ì<P“x□A,Ü,½,Í□F,É'Ç%Á,³,é,é□•,Ü,½,í'' ,ì—Ê,ð•\,μ,Ü,·□B□''l,â'â,<,ç,Ù,Ç□A□F,â-¾,é,-  
,È,è,Ü,·□B[-¾,é,³] f{fbfNfX,É 0 □` 255 ,ì□''l,ð“ü—í,·,é,©□A%°E'¤,ì-¾,é,³fo□l,ì,Â,Ü,Ý,ðfhf  
%°fbfO,μ,Ü,·□B

□F,ÉŠÜ,Ü,ê,é□Ô,ì—Ê,đŽ!,· 0 □` 255 ,ì□''l,đ''ü—í,μ,Ü,·□B□''l,â'â.«,†,Ù,Ç□AŠÜ,Ü,ê,é□Ô,ì—Ê,â'□,μ,Ü,·□B

□F,ÉŠÜ,Ü,ê,é—î,ì—Ê,đŽ!,· 0 □` 255 ,ì□''l,đ“ü—í,μ,Ü,·□B□''l,â'â,«,ç,Ù,Ç□AŠÜ,Ü,ê,é—î,ì—Ê,â'□,μ,Ü,·□B

□F,ÉŠÜ,Ü,ê,é□Â,ì—Ê,đŽ!,· 0 □` 255 ,ì□''I,đ“ü—Í,μ,Ü,·□B□''I,â'â,«,ç,Ù,Ç□AŠÜ,Ü,ê,é□Â,ì—Ê,â'□,μ,Ü,·□B

-Ú“l, ìF, ðfNfŠfbfN, μ, Ü, ·B“ÆŽ©, ìF, ðY’è, ·é, É, íA[ft□[fU□[□Y’è] f^fu, ðfNfŠfbfN, μ, Ü, ·B

'l'đ,μ,½F,đ"¼"š-¾,É,μ,Ü,·B'l'đ,μ,½F,đ•s"š-¾,É,·,é,É,íA,±,ìf`fFbfN f{fbfNfX,đfjft,É,μ,Ü,·B,±  
,ìfìvfVf#f",ìEø%oÊ,íA[ìì¬,μ,½F]A,"æ,Ñ [E»Y,ìF] ,ìvfEfrf...[ f{fbfNfX,É,í•Žì,³,ê,Ü,¹,ñB

[òìò¬,μ,½□F] ,É,í□A,±,ìf\_fCfAf□fO f{fbfNfX,Å'í'ð,μ,½□F,ª•\Žì,³,è,Ü,·□B[OK]  
,ðfNfŠfbfN,·,é,Æ□A'í'ð,μ,½fIfufWfFfNfg,É□ìò¬,μ,½□F,ª□Ý'è,³,è,Ü,·□B[CE»□Ý,ì□F]  
,É,í□AflfufWfFfNfg,ìCE³,ì□F,ª•\Žì,³,è,Ü,·□B[fLfff" fZf<]  
,ðfNfŠfbfN,·,é,Æ□AflfufWfFfNfg,ì□F,í•ï□X,³,è,Ü,¹,ñ□B





f}fNf,đŠÜ,bftf@fCf<,ì-¼'O Af}fNf,ì-¼,ÉŽg,í,ê,½Ø-¾,ì-¼'O A, ",æ,Ńf[fXCE<sup>3</sup>,ìM—  
Š«,ÉŠÖ,·,é'Ç%Áî•ň,đ•\Ž!,μ,Û,·B

ftf@fCf<,â Visual Basic for Applications fvffWfFfNfg,ÉŠÜ,Ü,ê,éf}fNf□,ð-  
³Œø,É,·,é□ê□‡,É□AfNfŠfbfN,μ,Ü,·□B

ftf@fCf<,â Visual Basic for Applications fvf[]fWfFfNfg,ÉŠÜ,Ü,ê,éf}fNf[],ð—  
LCEø,É,·,é[]ê[]‡,É[]AfNfŠfbfN,μ,Ü,·[]Bf[][]fXCE³,ì[]M—Š[]«,ªŠmŽÀ,Å,È,ç[]ê[]‡,í[]Af}fNf[],ð-³CEø,É,μ,Ä,¨,±  
,Æ,ð,¨Š©,ß,μ,Ü,·[]B

f}fNf fEfCf:fX, " ,æ, ÑffWf^f<□□-¼, ÉŠÖ, ., é'Ç%Áî•ñ, ð•\Ž|, ., éêê‡, É□AfNfŠfbfN, μ, Ü, .□B

fZfLf...fŠfefB fCEfxf<,ìŸ'è,ÉŠÖ,.,éŕî•ň,đ•\Ži,μ,Û,·□B

f}fNf,iffWf^f<□□-¼,ÉŽg,í,ê,½□Ø-¾,ÉŠÖ,·,é'Ç%Áî•ň,đ•\Ž|,·,é□ê□‡,É□AfNfŠfbfN,μ,Ü,·□B

,±,lfvfVf+f“,đ'đ,·,é,ÆAfZfLf...fŠfefB fCefxf<,đ [□,] ,ÉŸ'è,μ,Ä,ç,éê+Af}fNf□,lf□[fXCE<sup>3</sup>,a□M—  
Š,Å,«,é,Æ,«,ÉAf}fNf□,ì□-¼,ÉŽg,í,è,½□Ø-¾,đ□M—Š,ì,“, ,éfn[fXCE<sup>3</sup>fŠfXfg,É'Ç%oÁ,μ,Ü,·BfZfLf...  
fŠfefB fCefxf<,đ ['t] ,ÉŸ'è,μ,Ä,ç,éê+□A□M—Š,ì,“, ,éfn[fXCE<sup>3</sup>fŠfXfg,É□Ø-¾,đ'Ç%oÁ,μ,È,ç,Åf}fNf□,đ  
—LCEø,É,·,é,±,Æ,ª,Å,«,Ü,·B□M—Š□«,ªŠmŽÀ,Å,È,çfn[fXCE<sup>3</sup>,lf}fNf□,Ížó,¯•t,¯,È,ç,æ,x,É,μ,Ä,,¾,¾,ç□B  
fvfXfef€ŠÇ—ŽÒ,íAfZfLf...fŠfefB,ì—□—R,É,æ,è□A□M—Š,ì,“, ,éfn[fXCE<sup>3</sup>fŠfXfg,É□Ø-¾,đ'Ç  
%oÁ,·,é<@“\,đ-³CEø,É,·,é,±,Æ,ª,Å,«,Ü,·B,±,ìê+Afvf□fOf%of€,ª□Å□%o,É'g,Ÿž,Ü,è,½Žž“\_Å□M—  
Š,ì,“, ,éfn[fXCE<sup>3</sup>fŠfXfg,É'Ç%oÁ,ª,è,Ä,ç,é□Ø-¾,¾,¾,¯,μ,©□M—Š,Å,«,Ü,<sup>1</sup>,ñ□B

□M—Š□«,<sup>a</sup>ŠmŽÀ,Ā,È,çf∖□[fXCE<sup>3</sup>,ìf}fNf□,ÍŽó,¯•t,¯,È,ç,Ā,,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>,ç□BŠJ,ç,Ā,ç  
,éftf@fCf<,É'¶□Ý,·,éf}fNf□,ì^À'S□«,<sup>í</sup>•K,,μ,àfffWf^f<□□-<sup>1</sup>/<sub>4</sub>,Ā,Í•Ū□∅,<sup>3</sup>,é,È,ç,ì,Ā□AŠJ,ç,Ā,ç  
,éftf@fCf<,É'¶□Ý,·,éf}fNf□,É□□-<sup>1</sup>/<sub>4</sub>,μ,<sup>1</sup>/<sub>2</sub>f∖□[fXCE<sup>3</sup>,ð□M—Š,·,é,©,Ç,π,©,ð"»'f,·,é•K—v,<sup>a</sup>, ,è,Ū,·□BfffWf^f<□  
□-<sup>1</sup>/<sub>4</sub>,μ,<sup>1</sup>/<sub>2</sub>f}fNf□,ì□M—Š□«,<sup>a</sup>ŠmŽÀ,Ā,È,ç□ê□‡,í□Af}fNf□,ð-<sup>3</sup>CE∅,É,μ,Ū,·□B-  
<sup>3</sup>CE∅,É,μ,<sup>1</sup>/<sub>2</sub>f}fNf□,ÍŽÀ□s,Ā,«,Ū,<sup>1</sup>,ñ□B





Web fuf%ofEfU,lf^fCfgr< fo[][,É•\Ž|,.,é•¶Žš—ñ,đ“ü—í,μ,Ü,·□B



•À, x'Ö, i, ÌŠî€ , Æ, È, éftf@fCf<, ì' © «, ðfNfŠfbfN, µ, Ü, ·B

-¼'O□A□''I□A"ú•t,đ□.□‡,Å•À,x'Ö,‡,Ü,·□B

-¼'O□A□''I□A"ú•t,ð□~□‡,Å•À,x'Ö,ı,Ü,·□B



ŒŸððŒ, ì-¼'O, ð"ü—í, μ, Ü, ·B





'²@fnf“fhf<

,Ù,Æ,ñ,Ç,lf[]fgfVfFfCfv,ì'ìÙ,ð'²@,·,é,½,ß,ÉŽg—

p,·,é,Ð,μCE`,)fnf“fhf<,Ä,·[]BfTfCfY,í'²@,μ,Ü,¹,ñ[]B,½,Æ,ì,î[]AŽì'[,əšÛ,Ý,ð,“,Ñ,Ä,¢

,éŽìŠpCE`,ð'²@,μ,Ä'[,ìŠÛ,Ý,ð'â,«,,,Ü,½,í[]¬,³,,μ,½,è[]A[]ŽšCE`,,ì•,ð'¼,,Ü,½,í[]×,,μ,½,è,Ä,«,Ü,·[]B



'@◀

•`%œfc[f<,âf[fjf...[ fRf}f“fh,đŽg—p,μ,Ä'€◻,Å,«,é◻AflufWfFfNfg,Ü,½,ÍfefLfxfg,ì“Á'¥  
,Å,·◻BflufWfFfNfg,ì'@◻◻,É,í◻A◻ü,ìŽí—p◻A“h,è,Â,Ô,μ◻A%œ◻◻A◻F◻ACE`È,Ç,ª,è,Ü,·◻BfefLfxfg,ì'@◻◻,É,  
í◻AftfHf“fg◻Afx^fc◻◻A◻F◻AftfCfY,È,Ç,ª,è,Ü,·◻B

## fOfŠfbfh

fIfufWfFfNfg,đŽ©“®“l,É”z’u,·,é,½,ß,ÉŽg—p,·,éA•\Žl,³,ê,È,čŠiŽq□ü,Å,·□BfIfufWfFfNfg,đ•`  
%ooæ,Ü,½,Í^Ú“®,·,é,Æ,«,ÉfOfŠfbfh,³•\Žl,³,ê,Ä,č  
.é□ê□#□AIfufWfFfNfg,ìŠe<÷,í□Å,à<ß,čfOfŠfbfh,ìĈë,í,é“\_É”z’u,³,ê,Ü,·□B

## fOf<[]fv

'P^è,lfufWfFfNfg,Æ,μ,Ä^μ,π•i□",lfufWfFfNfg,Å,·□BfOf<[]fv,Í□A•i□",lfOf<[]fv,lfZfbfg,đŠÜ,þ,±  
,Æ,à,Å,«,Ü,·□B

• i□", ìfufWfFfNfg, ì'ò

• i□", ìfufWfFfNfg, ì'ò, ã, è, Ù, ·□B • i□", ìfufWfFfNfg, ð'ì'ð, ·, é, É, Í□A**Shift** fL□[, ð  
%oÿ, µ, È, ã, çŠeflfufWfFfNfg, ðfNfŠfN, ·, é, ©□A, Ù, ½, í□ŽšCE`, ìf}fEjX f[jCf"f^, ðfhf  
%ofbfO, µ, ÄfufWfFfNfg, ð^í, ÞŽiŠpCE`, ð•`, «, Ù, ·□B'ì'ð, µ, ½ • i□", ìfufWfFfNfg, ð"½", Ù, ½, í%oř"]  
, µ, ½, è□AfTfCfY, ð•í□X, ·, é, Æ□AŽiŠpCE`, ì't, ì, ·, x, Ä, ìfufWfFfNfg, ã, » , è, ¼, è"½%ož, µ, Ù, ·□B

□}

,±,lfvf□fOf%of€É,í□A2 Ží—p,ì□},<sup>a</sup>, ,è,Ü,·□BfOf<□[fv,ð%oð□œ,μ,ÄfIfufWfFfNfg,É•İŠ,Å,«,é□}  
(f□f^ftf@fCf<,È,Ç) ,ÆfOf<□[fv,ð%oð□œ,Å,«,È,¢□} (frfbfgf}fbfv,È,Ç) ,Å,·□B□},ìfOf<□[fv,ð  
%oð□œ,μ,½CEã□A,» ,ì□},ð•`%oæfc□[f<,ðŽg—p,μ,Ä'€□i,Å,«,Ü,·□B□},ð'İ'ð,·,é,Æ□A□}  
,İ'@□« ,ð•İ□X,Å,«,éfc□[f<,ðŠÜ,ñ,¾ [□}] fc□[f<fo□[<sup>a</sup>•\Ž!,<sup>3</sup>,è,Ü,·□B,½,Æ,!,İ□A□},ðfgfŠf~f“fO,μ,½,è□A-  
¾,é,<sup>3</sup>,ð'²□@ ,·,é,±,Æ,<sup>a</sup>,Å,«,Ü,·□B

## ftfcfY•iXfnf“fhf<

'l'đ,μ,½fufufWfFfNfg,đ^í,pŽlŠpCE`,iŽl<÷,ÆŠe•Ó,É•\  
Žl,³,è,é³•úCE`,lfnf“fhf<,Å,·BftfcfY•iXfnf“fhf<,đfhf  
%ofbfO,·,é,ÆAfufufWfFfNfg,lftfcfY,đ•iX,Å,«,Ü,·B



' " \_

<Èü, ìÅ, " \_ , À, , èA <Èü, à|—<sup>1</sup>, ·, é" \_ , Å, ·B, Ü, ½, íA' ½ŠpÆ` , âftfŠ [ftfH [f€ , ì 2  
, Â, ìfZfOf"fg, ð, Ô, Â, ©, é" \_ , Å, ·B

**fI[fgfVfFfCfv**

ŽIŠpCE` ,â%~ ,ì,æ,æ,ÈŠî-{}CE` ,ÆA'½Ž'½—l,Èü,âRfJfNf^AfufbfN-  
î^óAftf[f`ff[fgA` ,ÆfŠf{f"A,«o,μ,È,ÇA, ,ç, ©,¶,ß—p^Ó,³,è,Ä,ç,é}CE` ,JOf<[fv,Å,·B

fI[fgfVfFfCfv,ð'}“ü, ,é,É,íA[]}CE` •`%æ] fc[f<fo[,ì [fI[fgfVfFfCfv]  
,ðNfŠfbfN,μ,Ü,·BüüAfRfJfNf^A,Ü,½,íftfŠ[ftfH[f€^ÈŠO,ìfI[fgfVfFfCfv,ÉfefLfXfg,ð“Y•t, ; ,é,É,íA[]}  
CE` ,ðf}fEfx,ì%Ef{f^f” ,ÅfNfŠfbfN,μAfVf#[]fgjfbfg f[]jf...[] ,ì [fefLfXfg,ì'Ç%Á]  
,ðNfŠfbfN,μ,ÄAfefLfXfg,ð“ü—í,μ,Ü,·BfefLfXfg,íAfI[fgfVfFfCfv,ì^è•” ,É,È,è,Ü,·B

**frfbfgf}fbfv**

□¬,³,È“\_ì□W,Ü,è,©,ç□¬,é□},Å□A□}CE`,â□ü,ðCE`□¬,μ,Ü,·□Bfrfbfgf}fbfv,í□AMicrosoft Paint  
,È,Ç,lfyfCf“fg fvf□fOf%of€,ðŽg—  
p,μ,Ä□ì□¬,·,é,©□A,Ü,½,lfCf□□[fW,ðfXfLfff“,μ,Ä□ì□¬,μ,Ü,·□Bfrfbfgf}fbfv,í•`  
%œf|fufWfFfNfg,É•İŠ,Å,«,Ü,¹,ñ,ª□A[□}] fc□[f<fo□[,lf□[f<,ðŽg—  
p,μ,Ä□AŠg‘â,â□k□¬□AfgfŠf~f“fO□A,¨,æ,Ñ□F,ì•İ□X,ð□s,±,Æ,ª,Å,«,Ü,·□B

**ftfŠ[]ftfH[]f€**

[<Èü]A[ftfŠ[]ftfH[]f€]A,“,æ,Ń [ftfŠ[]fnf“fh] ([f[]fgVfFfCfv] - [ü] ) ,đŽg—p,μ,Ä•`  
%œ,³,ê,½}CE`,ÅA%\_AŽR[]XA^ÈA•M<L`ì,ìftfCf“,È,Ç,đ[]→,Å,«,Ü,·BftfŠ[]ftfH[]f€,đŽg,ž  
,ÆA`¼ü,ÆftfŠ[]fnf“fh,ì<Èü,đ•`,`,,±,Æ,³,Å,«,Ü,·BŠ),ç,Ä,ç,éCE`,ì}CE`,â•A,¶,Ä,ç,éCE`,ì}CE`,đ•`,`,,±  
,Æ,³,Å,«A•`%œfc[]f<,đŽg—p,μ,Ä•ÖW,Å,«,Ü,·B

## fgfŠf~f“fO

□}, ì□, '¼, Ü, ½, í□... •½, ì'[, ð□Ø, èŽæ, Á, ½, è, µ, ÄÆ` , ð□@, |, é, ±, Æ, Å, ·□B[□}] ] fc□[f·fo□[. ì [fgfŠf~f“fO] , ðŽg—  
p, µ, Ü, ·□B□}, ðfgfŠf~f“fO, µ, ½Æä□A, ç, Â, Å, àfgfŠf~f“fO, ðÆ³, É-ß, ·, ±  
, Æ, ¢, Â, «, Û, ·□BŽÉ□^, ðfgfŠf~f“fO, µ, Ä□A“Á'è, |•"•ª, ð<'², ·, é, ±, Æ, ¢, æ, , , è, Ü, ·□B

**flfufWfFfNfg,ì'ì'ò"í'í**

flfufWfFfNfg,ð'ì'ð,μ,½CEã□AftfCfY•ï□Xfnf“fhf<,ÅCE`□-,³,é,éŽIŠpCE`,Å,·□B



'¼'O,É□s,Á,½'€□ì,ÉŠî,Ã,ç,Ä□AOoffice fAfVfXf^f"fg,©,çŽ©"®"l,Éfwf<fv,ð•\Ž1,μ,Ü,·□B,±,ļ`fFfbfN  
f{fbfNfX,ðfift,É,·,é,Æ□AZç-â,ð"ü-í,μ,È,çCEÀ,èfwf<fv,í•\Ž1,³,ê,Ü,¹,ñ□B



Office fAfVfXf^f"fg,đAf\_fCfAf□fO f{fbfNfX,È,Ç,ì%œ-Ê,ì□□-—  
v'fŠO,É^Ú"®,μ,Û,·□B,Û,½□AfAfVfXf^f"fg,đ 5 •â^È□ăŽg—  
p,μ,È,©,Á,½êê‡,í□AŽ©"®"l,ÉfAfVfXf^f"fg,â□k□-³,ê,Û,·□B

Office fAfVfXf^f"fg,ì%°¹,ª-Â,é,æ,κ,ÉÏÝ'è,μ,Û,·□BfAfVfXf^f"fg,ì%°¹,ª-Â,ç,È,ç,æ,κ,É,·,é,É,í□A[°¹,ð-  
Â,ç,·] f`fFfbfN f{fbfNfX,ðf!ft,É,μ,Û,·□B

Visual Basic for Applications, Åfvf[]fOf%of€, ì[]ì[]- 't, É[]A[]» • ifwf<fv, Æfvf[]fOf%of~f“fO fwf<fv, ì—  
¼•û, ©, çfwf<fv fgfsfbfN, ðÆÿ[]ð, µ, Ü, ·[]B

,æ,'m,ç,ê,Ä,ç,È,ç<@"\,lfqf"fg,đ•\Ž|,μ,½,è□AŠù'm,ì<@"\,đ,æ,èÆø%°Ê"l,ÉŽg,π•û-@,đ•\  
Ž|,μ,½,è,μ,Ü,□B

□ì<Æ,δ□,‘¬%»»,·,éf}fEfX,ì‘€□ì•û-@,ÉŠÖ,·,éfqf“fg,đ•\Žì,μ,Û,·□B

□ ð < Æ, ð □, ' ¬ % » , · , é, ½, ß, É Ž g — p, · , é f v f † □ [ f g f j f b f g f l □ [ , ð • \ Ž † , μ, Ü , · □ B

ŽžŠÔ'Z□k,ì<@"\,ìE□x□□,È,Ç□A□d—v,Èf□f“fg,¾,¯,đ•\Žì,μ,Û,·□B

Office fAfvfŠfP[]fVf†f“,ì<N“®Žž,É□A,æ,èŠÈ‘P,É<@”\,đŽg,¤,½,ß,lf□f“fjfcf“fg,đ•\Žı,μ,Ü,·□B



Šù,É•\Ž|,³,ê,½fqf“fg,à□Ă“x•\Ž|,³,ê,é,æ,κ,Éfqf“fg,đfŚfZfbfg,μ,Û,·□B

Office fAfVfXf^f"fg,©,çf[]bfZ[]fW,đ•\Ž!,μ,Û,·[]B

"C^Ó,ì Office fAfvfŠfP[fVf#f",Å **F1** fL[ ,ð%oŸ,μ,½,Æ,«AOffice fAfvfXf^f"fg,ª·\  
Ž!,³,é,Ü,·BfAfvfXf^f"fg,ðŽg,í,.,ÉA**F1** fL[ ,ð%oŸ,μ,½,Æ,«,Éfwf:fv,ª·\Ž!,³,é,é,æ,x,É,·,é,É,íA[[F1]  
fL[ ,ÅAfvfXf^f"fg,ð·\Ž!,·,é] f`fFfbfN f{fbfNfX,ðflft,É,μ,Ü,·BAccess ,ì,ç,,Â,©,ìfvf[]pfefB  
fV[fg,È,ÇAfvfXf^f"fg,ªŽg—p,³,é,Ä,ç,È,ç[]é[]Š,Å,íA,±,ìfvfVf#f",íŽg—p,Å,«,Ü,¹,ñB

Office ,Å, í□A, ù, Æ, ñ, Ç, ìfEfBfU□[fhE`Ž®, ìfwf<fv,ª Office fAfVfXf^f“fg, Å—p^Ó,³,ê,Ä,ç,Ü,·□B

Office fAfVfXf^f"fg,ìÚx,đ•Ži,μ,Ü,·B

Še Office fAfvfXf^f“fg,ì-¼‘O,đ•Žì,μ,Ü,·□B

'¼, ì Office fAfvfXf^f“fg, ð•\Žì, μ, Û, ·□B

Office fAfVfXf^f"fg,lfvfEfrf...[]L,đ•Žl,μ,Ü,·[]B



Office fAfVfXf^f"fg,lf□fbfZ□[fW,ì—á,δ•\Ž!,μ,Û,·□B

[ŽŸ, Ö] ,Ü, ½, Í [-ß, é] f{f^f", ðfNfŠfbfN, µ, Ä•Ê, ì Office fAfvfXf^f"fg, ð•Ž!, µ, Ü, ·□B

f|fvfVf#f",đ'!đ,μ,Ü,·□B"Á'è,lf|fvfVf#f",lfwf<fv,đ•\Ž|,·.é,É,Í□Afwf<fv,đfNfŠfbfN,μ□A-  
Ú"l,lf|fvfVf#f",đfNfŠfbfN,μ,Ü,·□B



Office fAfvfXf^f"fg,đ•\Ž!,μ□A,±,lfAfvfŠfP□[fVf†f",lŽg—p•û-@,ÉŠÖ,·,é□î•ñ,đ•\Ž!,Å,«,Ü,·□BOoffice  
fAfvfXf^f"fg,Å,í□A,±,lfAfvfŠfP□[fVf†f",ì<@"\,đ,æ,èĚø%°Ê"l,ÉŽg—p,·,é,½,ß,lfqf"fg,à•\  
Ž!,³,é,Ü,·□BOoffice fAfvfXf^f"fg,đŽg—p,μ,È,č□ê□†,í□A,±,lf`fFbfN f{fbfNfX,đfift,É,μ,Ü,·□BOoffice  
fAfvfXf^f"fg,đfift,É,È,Á,Ä,č,À□A[fwf<fv] f□fjf...□[.ì [(fAfvfŠfP□[fVf†f"-¼),lfwf<fv]  
,đfNfŠfbfN,·,é,Æ□AfvfŠfP□[fVf†f",ÉŠÖ,·,é□î•ñ,đ•\Ž!,Å,«,Ü,·□B



ftf@fCf<,É•ïX,ð%Á,!,Ü,μ,½B•ïX“à—e,ð”jŠü,μ,ÄÅV,ìftf@fCf<,ðŠJ,,©A•ïX“à—e,ð•Ê-  
¼,ìftf@fCf<,É•Ú‘¶,μ,ÄÅV,ìftf@fCf<,ðŠJ,,±,Æ,<sup>a</sup>,Å,«,Ü,·B

•iX"à—e,đ•Ê-¼,iftf@fCf<,É•Û'¶,μ,ÄÅV,iftf@fCf<,đŠJ,«.,Û,·B



•íX“à—e,ð”jŠü,μ,ĀĀV,łtf@fCf,ðŚJ,«,Ü,·B



[ ] , l' i' d ] , d f N f S f b f N , μ A' l' d , μ , ½ f l f u f W f F f N f g , l' h , è , Â , Ô , μ , Æ , μ , Ä [ ] , d Ž g — p , μ , Ü , · [ B [ ] }  
, l' f l f u f W f F f N f g , É [ ‡ , í , ¹ , Ä Š g ' â [ k [ ¬ , ³ , é , Ü , · [ B

'I'đ,μ,½[]},ì-¼'O,đ•Ž!,μ,Û,·[]B

'l'đ,μ,½fOf%oft—v'f,ÉŸ'è,·,é“h,è,Â,Ô,μ,ì□},đfNfŠfbfN,μ,Û,·□B[^ø,«□L,î,μ] ,đŽg,ꝛ,Æ□A'l'đ,μ,½fOf%oft—  
—v'f,É□±,í,¹,Ä□A1 ,Â,ì□},ìTfCfY,đ•ì□X,μ,Û,·□B[□í,Ÿ□d,Ë] ,đŽg,ꝛ,Æ□A'l'đ,μ,½fOf%oft—  
v'f,É□ACE³,ìTfCfY,ì□},ìRfs□[,đ□,'¼,“,æ,Ñ□...  
•½,ÉCEJ,è•Ô,μ□í,Ÿ□d,Ë,Ä“z'u,μ,Û,·□B[Šg'â□k□¬,μ,Ä□í,Ÿ□d,Ë] ,đŽg,ꝛ,Æ□A[□],ì•\,·P^Ê] f{fbfNfX,É“ü—  
í,μ,½□“,ì□},ìRfs□[,đ□A□,'¼,É'l'đ,μ,½fOf%oft—v'f,É“h,è,Â,Ô,·,æ,ꝛ,É□A□},ìTfCfY,đ•ì□X,μ,Û,·□B[□],ì•\  
,·P^Ê] f{fbfNfX,É“ü—í,μ,½□“,ª□¬,³,ç,Û,Ç□A'½,,ì□},ìRfs□[,ªŽg—p,³,è,Û,·□B,±,è,íŽg—  
p,³,è,é□f,fŠ,ª'□,ì□A%œ—Ê,đ“h,è,Â,Ô,·•`%œ,ÉŽžŠÔ,ª,©,©,é,½,ß,Å,·□B

}, ì“h, è, Â, Ô, μ, ð' l' ð, μ, ½ fOf%oft—v' f, ì, Ç, ì•” •ª, Éÿ' è, ·, é, ì, ©, ð' l' ð, μ, Ü, ·Bf` fFbfN  
f{fbfNfX, ðfift, É, ·, é, ©A, Ü, ½, Í, »), ìCEä, Å [Z®] ([•ÒW] - [fNfŠfA] fTfuf[]fj...[])  
, ðfNfŠfN, ·, é, ÆA'¼'O, Éÿ' è, μ, ½F, ðÿ' è, ³, è, Ü, ·BŠe-Ê, ì-¼'O ('x-ÊA'O-ÊA, ", æ, ÑI[]), ÍAÅ%  
, É[]}, ð' }“ü, μ, ½, Æ, «, É, ìó' Ô, ÅŠ,, è“-, Ä, ç, è, Ü, ·B“]‰ñ, μ, Ä [O-Ê], ð'x-Ê, É, μ, Ä, à, », ì'x-Ê, ð [O-Ê]  
, ÆCEÄ, Ô, æ, x, É[]AflfufWfFfNfg, ð“]‰ñ, μ, Ä, à-¼'O, Í•iX, ³, è, Ü, ¹, ñB

“h,è,Â,Ô,μ,ìfOf%off[]fVf#f”,Éÿ’è,·,éF,ðfNfŠfbfN,μ,Û,·B F,ìÿ’è,ìÚ×,É,Â,ç,Ä,íA ?  
,ðfNfŠfbfN,μ,Ä,©,çAf[]fVf#f”,ðfNfŠfbfN,μ,Û,·B

'l'ö,µ,½fjfufWfFfNfg,É 1 □F,î^Ã,çfOf%off□[fVf†f“,Ü,½,í-¾,é,çfOf%off□[fVf†f“,ð□Ý'è,µ,Ü,·□B[□F 1]  
f{fbfNfX,Å□F,ðfNfŠfbfN,µ□Af{fbfNfX,ì%º,ì-¾,é,³fo□[,ì,Â,Ü,Ý,ðhf%fbfO,µ,Å□F,ì-¾,é,³,ð'²□®,µ,Ü,·□B



'l'ð,µ,½fjfufWfFfNfg,É 2 □F,ìfOf%off□[fVf#f",ð□Ý'è,µ,Ü,·□B[□F 1] ;",æ,Ñ [□F 2]  
f{fbfNfX,Å□F,ðfNfŠfbfN,µ,Ü,·□B

'l'ð,µ,½fufWfFfNfg,É, ,ç,©,¶,ß□□¬,³,ê,½^ê~A,ìfOf%off□[fVf†f",©,ç"h,è,Â,Ô,µ,ð□Ý'è,µ,Û,·□B[Šù'è,]□F]  
f{fbfNfX,Å□F,ì-¼'O,ðfNfŠfbfN,µ,Û,·□B

“h, è, Â, Ô, μ, ì, ð, Ñ, Š, f, b, f, N, μ, Ü, ·, □, B, [1, □, F], ð, Ñ, Š, f, b, f, N, μ, ½, ê, ð, Ñ, Š, f, b, f, N, μ, ½, □, F, í, ^, Ñ, ç, f, O, f, %o, f, f, □, [f, V, f, ç, f], Ü, ½, í, -¾, é, ç, f, O, f, %o, f, f, □, [f, V, f, ç, f], É, È, è, Ü, ·, □, B, [2, □, F], ð, Ñ, Š, f, b, f, N, μ, ½, ê, ð, Ñ, Š, f, b, f, N, μ, ½, □, F, Æ, ì, f, O, f, %o, f, f, □, [f, V, f, ç, f], É, È, è, Ü, ·, □, B

“h,è,Â,Ô,μ,lfOf%off[fVf#f”,Ü,½,Í-Ô,©,¯,ÉŽg,κ'g,Ýž,Ý,ìF,ì-¼'O,đfNfŠfbfN,μ,Ü,·B

“h,è,Â,Ô,μ,ì 2 □F,lfOf%ff□[fVf†f“,Ü,½,í-Ô,©,¯,ÉŽg,κ 2 ”Ô-Ú,ì□F,đNfŠfbfN,μ,Ü,·□B

-¾,é,³fo[]l,ì,Â,Û,Ý,ð [^Ã] ,ì•ûĈëü,Éfhf%ofbfO,·,é,Æ[]A^Ã,tfOf%off[]fVf#f“,É,È,è,Û,·[]B[-¾] ,ì•ûĈëü,Éfhf  
%ofbfO,·,é,Æ-¾,é,tfOf%off[]fVf#f“,É,È,è,Û,·[]B

“h,è,Â,Ô,μ,ÏfOf%off□[fVf#f“,Ü,½,Í-Ô,©,¯,ìŽí—p,ðfNfŠfbfN,μ□A[fofŠfG□[fVf#f“] ,ì  
%°°,©,çfofŠfG□[fVf#f“,ðfNfŠfbfN,μ,Ü,·□B

,Ü, , □A[fOf%ff□[fVf#f“ ,ìŽí—p] ,ì%° ,©,ç“h,è,Â,Ô,μ,ìŽí—p,đfNfŠfbfN,μ□AŽŸ,É□A[fofŠfG□[fVf#f“ ] ,ì  
%° ,©,çfofŠfG□[fVf#f“ ,đfNfŠfbfN,μ,Ü, ·□B



'l'đ,μ,½fjfufWfFfNfg,Ö,ì“h,è,Â,Ô,μ,ÉŽg—  
p,·,é“ÁŽê,ÈfefNfXf`ff,đfNfŠfbfN,μ,Ü,·BfNfŠfbfN,μ,½fefNfXf`ff,ì-¼'O,Í%º,ìà-¾f{fbfNfX,É•\  
Ž,³,è,Ü,·B`è—,ÉfefNfXf`ff,đ'Ç%Á,·,é,É,íA[,»,ì¼,lfefNfXf`ff] ,đfNfŠfbfN,μ,Ü,·B

“h,è,Â,Ô,μ,lfefNfXf`ff,Æ,μ,ÄŽg—p,Â,«,é•Ê,lf@fCf<,đŠJ,«,Ü,·□B“h,è,Â,Ô,μ,lfefNfXf`ff,Æ,μ,Ä Windows  
frfbfjgf}fbfv (.bmp ,Ü,½,Í .dib) ,Ü,½,Í Windows f^ftf@fCf< (.wmf ,Ü,½,Í .emf) ,đŽg—  
p,Â,«,Ü,·□B,Ü,½□A,“Žg,ç,lfRf“fsf...□f^,ÉfCf“f|□lfg ftfBf<f^,ª'g,Ý□ž,Ü,è,Ä,ç,é□é□‡,Í□A'î%ož,·,éfOf  
%oftfBfbfN ftf@fCf<,àŽg—p,Â,«,Ü,·□B,½,Æ,!,Í□AJPEG ftfBf<f^,ª'g,Ý□ž,Ü,è,Ä,ç,é□é□‡,Í□AJPEG ftf@fCf<  
(.jpg) ,đŽg—p,Â,«,Ü,·□B

“h, è, Â, Ô, µ, ðfNfŠfbfN, µ, Ü, ·Bfppf^[]f”, ðF, ð•ï[]X, ·, é, É, í[]A[‘OCEi] , ”, æ, Ñ [”wCEi]  
f{fbfNfX, Å[]F, ðfNfŠfbfN, µ, Ü, ·B

□ă,ÅfNfSfbfN,μ,½fpf^□[f“□AfefNfXf`ff□A,Ü,½,í□},ì□à-¾,ð•\Ž,μ,Ü,·□B

fρf^□[f“,ì‘Oϵi□F,δfNfŠfbfN,μ,Û,·□B

fρf^□[f“,ì”wϵi□F,δfNfŠfbfN,μ,Ü,·□B

[OK] ,đfNfŠfbfN,μ,½,Æ,«,ì□A'ì'đ,μ,½f|fvfvf†f“,ìfCf□□[fW,đ•\Žì,μ,Ü,·□B







[fAfvfŠfP[fVf#f“ ,iŽ©“@□C•œ] ,Å,íA•s‘« ,μ,Ä,č ,éftf@fCf< ,âfœfWfXfgfŠ ,ÉŠÖ ,· ,é-  
â‘è ,È ,Ç ,ìfAfvfŠfP[fVf#f““à ,ìfGf  
%oo□[ ,žŽ©“@“l ,ÉœŸ□ō ,³ ,ê□A□C•œ ,³ ,ê ,Û ,· □B□C•œ‘t ,É ,í□AfvfŠfP[fVf#f“ ,ìfCf“fXfg□[f<œ³ ,ð—  
p^Ó ,μ ,½ ,è□AZÀ□s‘t ,ìfAfvfŠfP[fVf#f“ ,ð□—¹ ,· ,é ,æ ,x ,ÉžwŽ! ,³ ,ê ,é ,± ,Æ ,³ , ,è ,Û ,· □B

fAfvfŠfP[fVf#f", ìVf# [fgjfbfg, ð Windows , ì [fXf^ [fg] f [fjf...  
 [É, ÉÄ"o~^, µ, Ü, · BfAfvfŠfP[fVf#f", ìVf# [fgjfbfg, ð [fXf^ [fg] f [fjf... [É'Ç%Á, µ, È, ç [ê [±, í [A, ±  
 , ìf` fFfbfN f {fbfNfX, ðfift, É, µ, Ü, · B

ŒŸ□đ,¨,æ,Ń□C•œ□^—□,đŠjŽn,μ,Ü,·□B



'l'đ,μ,½f□[fgfVfFfCfv,É□Ý'è,·,é□ü,ì□F,đfNfŠfbfN,μ,Ü,·□B□ü,Éfpf^□[f“,đŽw'è,·,é,É,í□A[□ü,ìfpf^□[f“]  
,đfNfŠfbfN,μ,Ü,·□B

-Ú“l, ìü, ðfNfŠfbfN, μ, Ü, ·Bü, ð·X, ·, é, É, íAü, ðfNfŠfbfN, μA[<sup>1/4, 3</sup>]  
f{fbfNfX, Å<sup>1/4, 3</sup>, ðŽw’è, μ, Ü, ·B

[fXf^fCf<] f{fbfNfX,Å'1'ð,³,ê,Ä,ç,éü,ì'¾,³,a•\Ž,³,ê,Ü,·Bü,ì'¾,³,ð•İX,·,é,É,íA['¾,³]  
f{fbfNfX,ÉV,µ,ç'l,ð"ü—í,µ,Ü,·B



ŽÄüA“\_ü,lží—p,ðžw’è,μ,Ü,·B

'l' ð, μ, ½ f f u f w f f n f g, é ÷ ý ' è, ·, é f r f l f n f ^, ì f x f ^ f c f <, ð f n f š f b f n, μ, ü, · ÷ b f r f l f n f ^, í ÷ a f l f u f w f f n f g, é ÷ ú ' ±  
, μ ÷ a, » , ì f f u f w f f n f g, ð ^ ú " © , μ, ä, à • t, ç, ä ž c, é ü, ì ^ ê ž í, å, · ÷ b, ±  
, ì f l f v f f # f " , í ÷ a f r f l f n f ^, ð ' l ' ð, μ, ½ ÷ é ÷ ÷, ì, ý ž g — p, å, «, ü, · ÷ b

'l'đ,μ,½ü,ìŽn“\_Éÿ'è,·,é-î^ó,ìfXf^fCf<,đfNfŠfbfN,μ,Ü,·B'l'đ,μ,½ü,ìŽn“\_đ-î^ó,É,μ,È,¢ê±,íA[-  
î^ó,È,μ] ,đfNfŠfbfN,μ,Ü,·B

'l'đ,μ,½ü,ìl"\_,Éý'è,·,é-î^ó,ìfXf^fCf<,đfNfŠfbfN,μ,Ü,·B'l'đ,μ,½ü,ìl"\_,đ-î^ó,É,μ,È,¢êê‡,íA[-  
î^ó,È,μ] ,đfNfŠfbfN,μ,Ü,·B

'l'đ,μ,½ü,ìŽn“\_Éÿ'è,·,é-î^ó,ìfTfCfY,đfNfŠfbfN,μ,Û,·B'l'đ,μ,½ü,ìŽn“\_đ-  
î^ó,É,μ,È,çêë,íA[Žn“\_ìfXf^fCf<] f{fbfNfX,Å [-î^ó,È,μ] ,đfNfŠfbfN,μ,Û,·B

'I'đ,μ,½ü,ì" \_ÉÝ'è,·,é-î^ó,ìTfCfY,đfNfŠfbfN,μ,Ü,·B'I'đ,μ,½ü,ì" \_đ-  
î^ó,É,μ,È,çêë,íA[" \_,ìXf^fCf<] f{fbfNfX,Å [-î^ó,È,μ] ,đfNfŠfbfN,μ,Ü,·B

'l'đ,μ,½f□[fgfVfFfCfv,đ“h,è,Â,Ô,·□F,đfNfŠfbfN,μ,Ü,·□BfIfufWfFfNfg,đfpf^□[f“□AfOf  
%off□[fVf†“□AfefNfXf`ff□A,Ü,½,Í□},Å“h,è,Â,Ô,·□ê□‡,Í□A[“h,è,Â,Ô,μ∅%∅Ê] ,đfNfŠfbfN,μ,Ü,·□B

Œ»Ÿ'ı'đ,³,ê,Ä,ç,élfvfVf†f“,đAfvfŒf[f“fe[]fVf†f“,ÉV,μ,-  
'}“ü,³,ê,é,·,x,Ä,lf[]fgfVfFfCfv,İšù'è,İŸ'è,Æ,μ,ÄŽg,ç,Ü,·B



'l'đ,μ,½F,đ"¼"š-¾,É,μ,Ü,·B"š-¾,É,¹,,É"ħ,è,Â,Ô,·,É,ÍA,±,İf`fFbfN  
f{fbfNfX,đfİft,É,μ,Ü,·B'l'đ,μ,½fİfufWfFfNfg,şfpf^[]f"[]AfOf%off[]fVfİf"[]AfefNfXf`ffA,Ü,½,Í[]  
,Â"ħ,è,Â,Ô,³,é,Ä,ç,é[]ê[]İ,ÍA,±,İf`fFbfN f{fbfNfX,ÍŽg—p,Å,«,Ü,¹,ñ[]B

'i—Ž,đ^Ú"® ,μ,½,Æ,«,É□A,»,)i—Ž"à,lfufWjFfNfg,àfy□[fW"à,Å^Ú"® ,³,¹,Ü,·□B,±,lf`fFbfN  
f{fbfNfX,đfif",É,·,é,Æ□A%o;^Ê'u,ì [Šî□€,Æ,È,é'í□Û] f{fbfNfX,í [ 'i] ,É•ï□X,³,è□A□c^Ê'u,ì [Šî□€,Æ,È,é'í□Û]  
f{fbfNfX,í [ 'i—Ž] ,É•ï□X,³,è,Ü,·□B%o;^Ê'u,Ü,½,í□c^Ê'u,ì [Šî□€,Æ,È,é'í□Û]  
f{fbfNfX,ì□Ý'è,đ•ï□X,·,é,Æ□A,±,lf`fFbfN f{fbfNfX,lfift,É,È,è,Ü,·□B

'l'đ,μ,½fjfufWfFfNfg,đ•¶Žš—ñ,ÉĀ'è,μA□í,É"~,¶fy□[fW,É•\Ž|,μ,Ü,·□BfjfufWfFfNfg,í□AfAf" f□[.Æ<¤  
,É^Ú"®,Å,«,Ü,·,□A□í,É"~,¶fy□[fW,É•\Ž|,³,è,Ü,·□B

'l'đ,μ,½fufufWfFfNfg,ÉŸ'è,·,é,³,đ"ü—Í,μ,Ü,·B[,,³] , ,æ,Ñ [•]  
,Å,ìŸ'è,íAflufufWfFfNfg,ìE³,ì^É'u,đŠî€ÉŸ'è,³,è,Ü,·B,Ü,½A["{-|] ,ì [,,³] f{fbfNfX,É" {-|,đ"ü—  
Í,μ,ÄACE³,ìTfCfY,É'í,·,é" {-|,É,æ,Á,Ä,,³,đ'²@,·,é,±,Æ,à,Å,«,Ü,·B[[]c%oi"ä,đEÅ'è,·,é] f`fFbfN  
f{fbfNfX,³if",ìé#A[,,³] f{fbfNfX, ,æ,Ñ [•] f{fbfNfX,ì·iX,íA, "EY,ç,É%e<¿,đ—^,!,Ü,·B

'l'đ,μ,½fufWfFfNfg,ÉŸ'è,·,é•,đ"ü—í,μ,Ü,·B[,,³] , ,æ,Ñ [•]  
,Å,ìŸ'è,íAfufWfFfNfg,ìĒ³,ì^É'u,đŠî€ÉŸ'è,³,é,Ü,·B,Ü,½A["{-;], ì [•] f{fbfNfX,É"{-;đ"ü—  
í,μ,ÄACE³,ìTfCfY,É'í,·,é" {-;É,æ,Á,Ä•,đ'²@,·,é,±,Æ,à,Å,«,Ü,·B[ c%o; "ä,đĒÅ'è,·,é] f`fFbfN  
f{fbfNfX,šif", ìé#A[,,³] f{fbfNfX, ,æ,Ñ [•] f{fbfNfX, ì·îX,íA, "ĒY,ç,É%e<¿,đ—^,!,Ü,·B

'l'đ,μ,½fufufWfFfNfg,ÉŸ'è,·,é,³,đACE³,İTfCfY,É'í,·,é" {—ı,Å"ü—ı,μ,Ü,·B[ı,³] ,",æ,Ñ [•ı]  
,Å,İŸ'è,ıAıfufufWfFfNfg,İCE³,İ^É'u,đŠı€ÉŸ'è,³,é,Ü,·B,Ü,½A[ıTfCfY,ÆŠp"x] ,İ [ı,³]  
f{fbfNfX,ÉŽÀıÚ,İıı-@,đ"ü—ı,μ,ÄAı,³,đ'²ı@,·,é,±,Æ,à,Å,«,Ü,·B[ıc%ı;"ä,đCEÅ'è,·,é] f`fFfbfN  
f{fbfNfX,ıfı",İéııA[ı,³] f{fbfNfX,·,æ,Ñ [•ı] f{fbfNfX,İ·İıX,ıA,ıCEY,ç,É%œ<ı,đ—^,ı,Ü,·B

'l'đ,μ,½fjfufWfFfNfg,ÉŸ'è,·,é•□,đ□ACE³,łTfCfY,É'í,·,é" {—|,Å"ü—í,μ,Ü,·□B[□,,³] ,",æ,Ñ [•□]  
,Å,ìŸ'è,í□AƒjfufWfFfNfg,ìCE³,ì^É'u,đŠî□€ÉŸ'è,³,é,Ü,·□B,Ü,½□A[ƒTfCfY,ÆŠp"x] ,ì [•□]  
f{fbfNfX,ÉŽÀ□Ú,ì□i-@,đ"ü—í,μ,Ä□A•□,đ'²□@,·,é,±,Æ,à,Å,«,Ü,·□B[□c%oi"ä,đCEÅ'è,·,é] f`fFfbfN  
f{fbfNfX,³f|f",ì□é□#□A[□,,³] f{fbfNfX,"æ,Ñ [•□] f{fbfNfX,ì•ï□X,í□A,"CEY,ç,É%œεζ,đ—^,|,Ü,·□B

'l'đ,μ,½f□[fgfVfFfCfv,đ%°E•ûŒü,É%°ñ"],³,¹,éŠp"x (0 □` 359) ,đ"ü—í,μ,Û,·□B[□,,³] , ,æ,Ñ [•□]  
,Å,ì□Ý'è,í□AñfufwffNfg,ìŒ³,ì^Ê'u,đŠî□€É□Ý'è,³,è,Û,·□B



'l'đ,μ,½fufWfFfNfg,ì,³,Æ•,ì"ä—|,đĈĀ'è,μ,Û,·BfufWfFfNfg,ì,³,đ•ïX,·,é,ÆACE³,ìc%o;|,ì"ä—|,É  
%ž,¶,Ä•,ª•ïX,³,ê,Û,·B"~,¶,æ,æ,É•,đ•ïX,·,é,ÆA,³,ª•ïX,³,ê,Û,·B

}, ÌĚ³, ĩfTfCfY, đŠí, ÉĀ["{-}] , ĩ [Ā,³] ,Æ [•Ā] ,đĚvŽZ,μ,Ü,·ĀB,±, ĩfĳvĳfĳf“, ĩĀ'Ī'đ,μ,½fĳfufWfFfNfg,ªĀ}  
, ĩĀĕĀĳ, ĩ, ŸŽg—p, Ā,«, Ü, ·ĀB  
PowerPoint , Ā, ĩĀ, ±, ĩf`fFĳĳfN f{ĳĳfNfX, đĳĳf“, É, μ, ½ĀĕĀĳ, ĩĀ[‰đ'ĕe“x] f{ĳĳfNfX, ĀfXf‰fCfh  
fVfĳĀ[, đŽÀĀs, , éffBfXfĳfĕĕfC, ĩ‰đ'ĕe“x, đfNfŠĳĳfN, μ, Ü, ·ĀB

'l'đ,μ,½},đfXf%ofCfh fVf#[],Å•\Ž!,μ,½,Æ,«,É□AŽ©“®“l,É□Å“K,ÈfTfCfY,É'²□®,μ,Ü,·□B,±,lf`fFbfN  
f{fbfNfX,đfif“,É,μ,½□ê□#,í□A[‰đ'œ“x] f{fbfNfX,ÅfXf%ofCfh fVf#[],đŽÀ□s,·,éfffBfXfvfÆfC,ì  
‰đ'œ“x,đfNfŠfbfN,μ,Ü,·□B,±,lfjvfVf#f“,í□A'l'đ,μ,½flfufWfFfNfg,²□},ì□ê□#,ì,ÝŽg—p,Å,«,Ü,·□B

fXf%ofCfh fVf#[] ,đŽÀ[]s,·,éfffBfXfvfEfC,ì%ođ'œ"x,đfNfŠfN,μ,Ü,·[]BfXf%ofCfh fVf#[] ,ÅŽg—  
p,·,éfffBfXfvfEfC,É[]Å"K,È[]},ìfTfCfY,ž©"®"l,ÉvŽZ,³,é,Ü,·[]B,±  
,ìfjvfVf#f",í[]A[ì%ođ'œ"x,É[]#,í,¹,ÄfTfCfY'²[]@,·,é] f`fFbfN f{fbfNfX,žfif",ì[]ê[]#,ì,ÝŽg—p,Å,«,Ü,·[]B

'l'đ,μ,½},ìCE³,ìfTfCfY,đŽ!,μ,Ü,·□B[CE´CE` ,ìfTfCfY] ,ì'í,í□A'l'đ,μ,½fufWfFfNfg,³□}  
,ì□ê□±,ì,ÝŽQ□Æ,Å,«,Ü,·□B

'l'δ,μ,½},δE³,ìTfCfY,É-β,μ,Ü,·B,±,ìf{f^f",íA'l'δ,μ,½fufWfFfNfg,ª},ìê±,ì,ÝŽg—p,Å,«,Ü,·B

'l'đ,μ,½[]},ì[]¶'[,©,ç,ìfgfšf~f"fo,·,é"í^í,đ"ü—í,μ,Ü,·[]B[]¶'[[,É<ó""',ì•"•ª,đ'Ç%ooÁ,·,é,É,í[]A•%o,ì'l,đ"ü—  
í,μ,Ü,·[]B[fgfšf~f"fo"í^í] ,ì%oo,ì,·,×,Ä,ì[]Ý'è,í[]A[]},ì€³,ì^É'u,É'í%oož,μ,Ä,ç,Ü,·[]B

'l'đ,μ,½},ìã'[,©,ç,ìfgfšf~f"fo,·,é"í^í,đ"ü—í,μ,Ü,·Bã'[,É<ó""',ì•"•ã,đ'Ç%Á,·,é,É,íA•%o,ì'l,đ"ü—  
í,μ,Ü,·B[fgfšf~f"fo"í^í] ,ì%º,ì,·,x,Ä,ìY'è,íA},ìE³,ì^É'u,É'í%ž,μ,Ä,ç,Ü,·B



'l'đ,μ,½},l%E',©,ç,lfgfŠf~f"fo,,"é"íí,đ"ü—í,μ,Ü,·B%E'[,É<ó",l"•ª,đ'Ç%Á,,"é,É,íA•%o,l'í,đ"ü—  
í,μ,Ü,·B[lfgfŠf~f"fo"í^í] ,l%º,l,·,×,Ä,lY'è,íA},lE³,l^É'u,É'í%ž,μ,Ä,ç,Ü,·B

'l'đ,μ,½},l%º[,©,ç,lfgfšf~f"fo,·,é"í^í,đ"ü—í,μ,ü,·B%ºº',É<ó"'',ì"·•ª,đ'Ç%ºÁ,·,é,É,íA•%º,ì'l,đ"ü—  
í,μ,ü,·B[lfgfšf~f"fo"í^í],l%ºº,ì,·,×,Ä,ìY'è,íA},ìE³,ì^É'u,É'í%ºž,μ,Ä,ç,ü,·B

□}, ìĈ³, ì□F, ðŽg, ɤ, É, Í□A[Ž©“®] , ðfNfŠfjbfN, μ, Ü, ·□B□}, ð”□•, É•İŠ•, ·, é, É, Í□A[fOfĈ□[fxfp□[f<]  
, ðfNfŠfjbfN, μ, Ü, ·□B□F, ², Æ, É‘Š“-., , éfOfĈ□[fxfp□[f< fĈfxf<, É•İŠ•, ³, ê, Ü, ·□B□}  
, ð‘P□f, È”□•, É•İŠ•, ·, é, É, Í□A[“‘□•] , ðfNfŠfjbfN, μ, Ü, ·□B[“š, ©, μ] , ðfNfŠfjbfN, ·, é, Æ□A□}  
, É, , ç, ©, ¶, ß□Ý’è, ³, ê, ½-¾, é, ³, ÆfRf“fgf%ofXfg, ²□Ý’è, ³, ê□A“š, ©, μŠG, Æ, μ, ÄŽg, ɤ, ±, Æ, ², Å, «, Ü, ·□B

fXf%ofCf\_,đfhf%ofbfO,·,é,©A,Ü,½,Í%E'α,ìf{fbfNfX,É'l,đ"ü—Í,μ,ÄA□F,ìfRf"fgf%ofXfg (□É"x,â-¾^Ã"x)  
,đÝ'è,μ,Ü,·BŠ,,□‡,ª□,,ç,ÆA□F,ì-¾^Ã"x,Í<,,È,èAŠ,,□‡,ª'á,ç,ÆA"^-Ã,CE©,ì,Ü,·B

[F, ð] f\_CfAfO f{bfNfX, Š, «, Ü, ·B[F, ð] f\_CfAfO f{bfNfX, Å, 'ð, µ, ½}, ðF, ð·X, ·, é, ±, Æ, Æ, «, Ü, ·B

'l'ð,μ,½},ìfgfŠf~f"fo"í^íA□F□A-¾,é,³A," ,æ,ÑfRf"fgf%ofXfg,ì□Ý'è,ðCE³,É-ß,μ,Ü,·□B

Word ,Ü,½,Í Excel ,ìéè#AfIfufWfFfNfg,ì¶'[, ©,çAfƳ[fW□A—]''□A,Ü,½,Í—ñ,ì¶'[,Ü,Å,ì<—£,ð"ü—  
Í,μ,Ü,·□B

PowerPoint ,ìéè#AfIfufWfFfNfg,ì¶'[, ©,çAfXf%ofCfh,ì¶'[,Ü,Å,ì<—£,ð"ü—Í,μ,Ü,·□B  
,±,±,Å,ì¶'è,ÍAfIfufWfFfNfg,ì€³,ì^Ê'u,É'í%ž,μ,Ü,·□B

'l'đ,μ,½fjfufWfFfNfg,ì¶¶[,'đ"z'u,·,éŝî€,,Æ,È,éêŠ,đfNfŠfbfN,μ,Ü,·¶B



Word ,Ü,½,Í Excel ,ìé#AfJfufWfFfNfg,ìã'[.©,çAfY[fW[A—]"A,Ü,½,Í—ñ,ìã'[.Ü,Å,ì—£,ð"ü—  
Í,μ,Ü,·B

PowerPoint ,ìé#AfJfufWfFfNfg,ìã'[.©,çAfXf%ofCfh,ìã'[.Ü,Å,ì—£,ð"ü—Í,μ,Ü,·B  
,±,±,Å,ìÝ'è,ìAfJfufWfFfNfg,ìÉ³,ìÊ'u,Éí%ž,μ,Ü,·B

'l'đ,μ,½fufWfFfNfg,ìã'l,đ"z'u,·,éŝî€,,Æ,È,éêŝ,đfNfŝfbfN,μ,Û,·B

'l'đ,μ,½fēfLjXfg f{fbfNfX,lfēfLjXfg,đCEÅ'è,·,é^É'u,đfNfŠfbfN,μ,Ü,·□B,±,ì□Ý'è,lfēfLjXfg f{fbfNfX,É“K—  
p,<sup>3</sup>,è,Ü,·□B

'l'ð,µ,½fufWfFfNfg,ì¶l',©,ç¶A fufWfFfNfg,ì't,ìfefLjXfg,Ü,Å,ì<—£,ð"ü—í,µ,Ü,·¶B

'l'ð,µ,½fjufWfFfNfg,ì%°E'l,©,ç□A f jufWfFfNfg,ì't,lfefLjXfg,Ü,Å,ì<—£,ð"ü—í,µ,Ü,·□B

'l'ö,µ,½fufWfFfNfg, ðä'l, ©,çA fufWfFfNfg, ðt, ðefLjXfg, Ü, Å, ð—£, ð"ü—í, µ, Ü, ·B

'l'ö,µ,½fufWfFfNfg,ì%°[,©,ç□AflufWfFfNfg,ì†,ìfefLfxfg,Ü,Å,ì<—£,ö“ü—í,µ,Ü,·□B

'l'đ,μ,½f□[fgfVfFfCfv"à,ÉfefLfXfg,ªŽù,Û,é,æ,κ,ÉfefLfXfg,đ□Û,è•Ô,μ,Û,·□B



f[]fgfVfFfCfv"à,ìfefLfxfg,ðc[]'« (%E,É 90 "x%ñ") ,É,μ,Û,·B

fejLjXfg, ³Žù, Û, é, æ, ¼, Éfi[]fgjVfFfCfv, ìfTfCfY, ð'²[]®, µ, Û, ·[]B

f [fgfVfFfCfv"à,ìfefLfXfg,ðc'« (%E,É 90 "x%ñ") ,É,μ,Û,·B

[OK] ,đfNfŠfbfN,μ,½□ê□‡,lfhfLf...f□f“fg,lfCf□□[fW,đ•\Ž!,μ,Ü,·□B

'l'đ,μ,½fjfufWfFfNfg,đ“h,è,Â,Ô,·□F,lfjvfVf#f“,đfNfŠfbfN,μ,Û,·□B


'l'ö,µ,½fufWfFfNfg,ìü,ìF,âXf^fCf<,ìfVfVf†f“,öNfŠfbfN,µ,Ü,·B

-î^ó,lfxf^fcf<,âftfcfY,ðfNfŠfbfN,μ,Ü,·□B-î^ó,ðŽg,í,È,ç□ê□‡,í□A[Žn“\_,lfxf^fcf<] f{fbfNfX,“,æ,Ñ  
[□I“\_,lfxf^fcf<] f{fbfNfX,Å [-î^ó,È,μ] ,ðfNfŠfbfN,μ,Ü,·□B[-î^ó]  
,lfjvfVf‡“,í□A‘I’ð,μ,½fjfufWfFfNfg,ªü,ì□ê□‡,ì,ÝŽg—p,Å,«,Ü,·□B

'l'đ,μ,½fufwFfNfg,İTfCfY,đ•İX,·,é•û-@,ÍA2 ,Æ,¨,è, ,è,Û,·B1 ,Â,ÍA[İTfCfY,ÆŠp"x] ,İ [□,,³]  
f{fbfNfX,¨,æ,Ñ [•□] f{fbfNfX,ÉŽÀ□Û,İTfCfY,đ"ü—Í,·,é•û-@□A,à,π 1 ,Â,ÍA["{-;] ,İ [□,,³]  
f{fbfNfX,¨,æ,Ñ [•□] f{fbfNfX,ÉƐ³,İTfCfY,İŠ,,□#,đ"ü—Í,·,é•û-@,Â,·B[□c%o;]"ä,đƐĀ'è,·,é] f`fFfbfN  
f{fbfNfX,şİf",İ□é#□A[□,,³] f{fbfNfX,¨,æ,Ñ [•□] f{fbfNfX,İ•İX,Í□A,¨ƐY,ç,É%œe<¿,đ—^,İ,Û,·□B



'l'đ,μ,½fufwFfNfg,łTfCfY,đ•İX,·,é•û-@,ÍA2 ,Æ,¨,è, ,è,Û,·B1 ,Â,ÍA[łTfCfY,ÆŠp"x] ,ì [□,,³]  
f{fbfNfX,¨,æ,Ñ [•□] f{fbfNfX,ÉŽÀ□Û,łTfCfY,đ"ü—Í,·,é•û-@□A,à,π 1 ,Â,ÍA["{-;] ,ì [□,,³]  
f{fbfNfX,¨,æ,Ñ [•□] f{fbfNfX,ÉƐ³,łTfCfY,İŠ,,□#,đ"ü—Í,·,é•û-@,Å,·B[□c%o;]"ä,đƐĀ'è,·,é] f`fFfbfN  
f{fbfNfX,šIf",ì□é□#□A[□,,³] f{fbfNfX,¨,æ,Ñ [•□] f{fbfNfX,ì•İX,ÍA,¨ƐÝ,ç,É%œe<¿,đ—^,!,Û,·□B

□}, î^ê•", ð□∅, èŽæ, è, Ü, ·□B'1'ð, μ, ½□}, ÌŽü, è, É<ó'", î•"•a, ð'Ç%Á, ·, é, É, í□A•%o, Ì'1, ð"ü—  
í, μ, Ü, ·□Bf}fEfX, ðŽg, Á, Ä□A□}, î^ê•", ð□∅, èŽæ, é, É, í□A  ([□}] f c□[f<fo□[, ì [fgfŠf~f"fo])  
, ðfNfŠfbfN, μ□AftfCfy•İ□Xfnf"fhf<, ðfhf%fbfO, μ, Ü, ·□B

'l'đ,μ,½fufWfFfNfg,ìF□A-¾,é,³□A,¨,æ,ÑfRf“fgf%ofXfg,đ•ï□X,μ,Û,·□B

Word ,Ü,½,Í Excel ,ìê#A'í'ð,μ,½fufWfFfNfg,ì...•½^Ê'u," ,æ,Ñ,¼^Ê'u,ðAfy[fW—]"A,Ü,½,Í  
—ñ,ðŠ€ÉÝè,μ,Ü,·B

PowerPoint ,ìê#A'í'ð,μ,½fufWfFfNfg,ì...•½^Ê'u," ,æ,Ñ,¼^Ê'u,ðAfxf%ofCfh,ì¶ă<=A,Ü,½,Í't  
>μ,í,ÉÝè,μ,Ü,·B

'l'ð,µ,½fjufWfFfNfg,ì'l,©,ç□AfljufWfFfNfg,ì't,lfefLjXfg,Ü,Å,ì<—£,ð"ü—í,µ,Ü,·□B

fXf%ofCf\_ ,dfhf%ofbfO,μ,ÄA□F,ì-¾,é,³ (□F,É'Ç%Á,³,ê,é'' ,â□•,ì—Ê) ,ð□Ý'è,μ,Ü,·□B,Ü,½,í□A[%]  
f{fbfNfX,ÉŠ,,□‡,ð"ü—í,μ,Ü,·□BŠ,,□‡,ª□,,ç,Æ□A''',ç□F,ª,æ,è-¾,é,,È,è,Ü,·□BŠ,,□‡,ª'á,ç  
,Æ□A□•,ç□F,ª,æ,è^Ã,,È,è,Ü,·□B

,±,ìf\_fCfAf□fO f{fbfNfX,ð•Â,¶□A•Ï□X“à—e,ð•Û‘¶,µ,Û,·

[fLfff" fZf<] ,ðfNfŠfbfN, ·, é, Æ□A·ĩ□X"à—e, ð·Ù'¶, 1, ,, É□A, ±, ìf\_fCfAf□fO f{fbfNfX, ð·Â, ¶, Ü, ·□B[·Â, ¶, é]  
, ðfNfŠfbfN, ·, é, Æ□A·ĩ□X, ð·Ù'¶, μ, Ä□A, ±, ìf\_fCfAf□fO f{fbfNfX, ð·Â, ¶, Ü, ·□B





Web fy [fW, ì] ,<sup>a</sup>“Ç, Ýž, Ü, ê, é’O, É•\Ž! , , é•¶Žš—ñ, ð“ü—í, μ, Ü, •B



## ff{f^ f}[]f[]

-\_[]A-Ê[]A" \_[]AfZfOf[]f"fg,È,Ç,ÅfOf%oft,É•\Ž;³,è,é<L[]+,Å,·[]Bff[]f^ f}[]f[][],í[]A1 ,Â,}ff[]f^—  
v'f,Å, ,è[]Aff[]f^fv[]fg,}fZf<,©,çfvf[]fbfg,³,è,½'1,ð•\,µ,Û,·[]BfOf%oft,ìŠÖ~A,; ,éff[]f^  
f}[]f[][],í[]Aff[]f^CEn—ñ,É,È,è,Û,·[]B

**ff[]f^ f%ofxf<**

ff[]f^ f}[]f[][,É[]•ñ,ð'Ç%oÁ,.,éf%ofxf<,Á,·[]Bff[]f^ f}[]f[][,Æ,í[]A1 ,Á,ìff[]f^—  
v'f,Á, ,è[]Aff[]f^fv[]fg,ìfZf<,©,çfvf[]fbfg,³,è,½'l,ð•\,í,μ,Ü,·[]Bff[]f^ f%ofxf<,í[]A1 ,Á,ìff[]f^  
f}[]f[][]Aff[]f^CEn—ñ'S'í[]A,Ü,½,ìfOf%oft,ì,.,x,Ä,ìff[]f^ f}[]f[][,É•t,¯,é,±,Æ,²,Á,«,Ü,·[]BfOf%oft,ìŽí—  
p,É,æ,Á,Ä[]A'í[]A[]€-Ú-¼[]AŠ,,[]#[]A,Ü,½,í,±,è,ç,ì'g,Ý[]#,í,¹,ðff[]f^ f%ofxf<,Æ,μ,Ä•\Ž!,Á,«,Ü,·[]B

## ff[]f^CEn-ñ

ff[]f^fV[]fg,ì"~,¶[]s,Ü,½,í"~,¶-ñ,ìff[]f^,©,çfvf[]fbfg,³,é,½[]AŠÖ~A,·,éff[]f^—v'f,ì[]W,Ü,è,Å,·[]BfOf  
%oft,ìšeff[]f^CEn-ñ,í[]A[]F,âfpf^[]f",Å<æ•Ê,³,é,Ü,·[]B1,Å,ìfOf%oft,É•i",ìff[]f^CEn—  
ñ,ðfvf[]fbfg,Å,«,Ü,·,ª[]A%o~fOf%oft,Å,í 1,Å,¾,~,Å,·[]B

•Ç-Ê,Æ°-Ê

'½,,ì 3-D fOf%oft.ìŽí—þ,ð^í,þfGfŠfA,Å□AfOf%oft,ì%œ□s,«,,Æ««ŠE,ð•\,μ,Ü,·□Bfvf□fbfg fGfŠfA,É,í□A2  
,Â,ì•Ç-Ê,Æ 1 ,Â,ì°-Ê,ª•\Ží,³,ê,Ü,·□B





-}—á

fOf%oft,iff[f^E n—ñ,Ü,½,Í€-Ú,ÉŠ,,è“-,Ä,ç,ê,½pf^ [f“,âF,ðŽ•Ê,·,éfefLfxfg,âf} [f] [L,ª•\  
Ž,ª,ê,½f{fbfNfx,Å,·B

**fOf%oft,ì-Ú□·□ü**

fOf%oft,É'Ç%oÁ,μ,Ä□Aff□[f^,ì•\Ž|,â•□í,ð,æ,è³Šm,É,·,é,½,ß,ì□ü,Å,·□B-Ú□·□ü,í□AŽ²-Ú□·,©,çfvf□fbfg  
fGfŠfA,ì"½'í'κ,Ü,Å^ø,©,é,Ü,·□B

-Ú·A-Ú·f%xf<

-Ú·,Æ,ÍA'è<K,Ì-Ú·,ì,æ,α,ÉAŽ²,ÉĈð·,·,é'Z,çü,ÆfOf%oft,ì€-ÚA"''IA,Ü,½,ÍĈn-ñ,ì"à-e,ð·\ ,·,à,ì,Å,·B-Ú·f%xf<,Æ,ÍAfOf%oft,ì•ª-ÞA'IA,Ü,½,ÍĈn-ñ,ðŽ·Ê,·,é,½,ß,ÉŽg-p,μ,Ü,·B-Ú·f %ofxf<,É,ÍAfOf%oft,ðì-,·,é,½,ß,ÉŽg-p,μ,½ff[f^fV[fg,lfzf<,Ö,lfŠf"fn,ªY'è,³,é,Ä,ç,Ü,·B

Ž<sup>2</sup>

fjvfjfbfg fGfŠfA, ðg, É•\Ž; ,<sup>3</sup>, é, é'¼ü, ÅAfOf%oft, ðf[f^, ð'a, éŠi€ ,Æ, È, é, à, ð, Å, ·B'½, -  
, ðè#Af[f^, ð'l, í'Éí, '¼, Å, ,éfOf%oft, ðcŽ<sup>2</sup> (y Ž<sup>2</sup>) ,Éfjvfjfbfg, ,<sup>3</sup>, éA€-Ú, í'Éí, í... •½, Å, ,é% ;Ž<sup>2</sup> (x  
Ž<sup>2</sup>) ,Éfjvfjfbfg, ,<sup>3</sup>, é, Ü, ·B

**fOf%oft f^fCfjf<**

fOf%oft,ì“à—e,đ□à-¾,·,éfefLfxfg,Å□AŽ©“®“l,ÉfOf%oft,ìŽ²,Ü,½,ÍfOf%oft,ì□ă•”,ì†  
%o>,É’µ,ì,Ä”z’u,³,ê,Ü,·□B

## fvf bfg fGŠfA

2-D ,lfOf%oft,Å,ÍAŽ<sup>2</sup>,«ŠEü,Æ,È,éfGfŠfA,ÅA,·,x,Ä,lf[]f^ĈEn—ň,đŠÜ,Ý,Ü,·B3-D ,lfOf  
%oft,Å,ÍAŽ<sup>2</sup>,«ŠEü,Æ,È,éfGfŠfA,ÅAff[]f^ĈEn—ňA€-Ú-¼A-Ú·f  
%ofxf<A,¨,æ,ŃŽ<sup>2</sup>f^fCf<,đŠÜ,Ý,Ü,·B

**fOf%oft fGfŠfA**

fOf%oft 'S'ì,ÆfOf%oft,ì'S—v'f,đ•\,μ,Ü,·□B







fñfCfρ□[fŠf“fN,đ□□¬,Å,«,éftf@fCf<,l^ê—,đ•\Žl,μ,Ü,·□B

Microsoft Word ,lfufbfNf}[]fN[]AMicrosoft Excel ,lfZf<,l-¼'O[]A,Ü,½,Í Microsoft Access  
,lfufWfFfNfg,l-¼'O,È,Ç[]AfŠf"fN[]æ,l"í^l-¼,đŽg—  
p,μ,Ä[]Aftf@fCf<,l"Á'è,l^Ê'u,ÉfnfCfp[]fŠf"fN,đ[][]-,Å,«,Ü,·[]BfnfCfp[]fŠf"fN,đ[][]-,·,éfŠf"fN[]æ,l"í^l-  
¼,đ"ü—l,μ,Ü,·[]B

f n f C f p [ f Š f " f N , ð ì □ - , Å , « , é f Š f " f N □ æ , ì " í ^ í - ¼ , ì ^ ê — , ð • \ Ž ì , μ , Ü , · □ B

'l'đ,μ,½fnfCfp□[fšf"fn,lfpfX,đ•\Ž,μ,Ü,·□B

,±,lfAfCfRf",lftf@fCf<,Ö,lfnfCfρ□lfŠf"fN,δ•\,μ,Ü,·□B

,±,lfAfCfRf",íftf@fCf<,lfŠf"fNæ,ì"í^í-¼,Ö,lfnfCfp[lfŠf"fN,ð•\,μ,Ü,·B

'l'đ,μ,½fnfCfp□[fŠf"fn,đ□í□œ,μ,Ü,·□B



fñfCfp□[fŠf“fN,đŠÜ,þĒ»□Ý‘I‘đ,μ,Ä,č,éftf@fCf<,lfñfCfp□[fŠf“fN,ì^É‘u,ÉŠî,Ä,č  
,Ä□A‘Š‘fjpfX,ÅŽw‘è,μ,Ü,·□BĒă,Å^Ú“@,·,é%oÅ“\□«,ì, ,éftf@fCf<,ÉfñfCfp□[fŠf“fN,đ□ì□¬,·,é,É,Í□A,±  
,lfjvfVf#f“,đŽg—p,μ,Ü,·□BfñfCfp□[fŠf“fN,đ "c:\Mydocs\Microsoft.doc" ,È,Ç,ì□â‘fjpfX,ÅŽw‘è,·,é,É,Í,±  
,lf`fFbfN f{fbfNfX,đfift,É,μ,Ü,·□B

,±,lfhflf...f[]“fg,©,çŠÖ~A,ì, ,é,·,×,Ä,lfnfCfp[]fŠf“fN,lfAfhfÆfX,ìŠî“\_„ð•\  
Ž,μ,Ü,·□BŠî“\_„ð•ï□X,·,é,É,í□A[ftf@fCf<] f[]jf...□[,ì [fvf[]pfefB] ,ðfNfŠfbfN,μ□A[fvf[]pfefB] f\_fCfAfffO  
f{fbfNfX,ì [ftf@fCf<,ìŠT—v] f^fu,ðfNfŠfbfN,μ□A[fnfCfp[]fŠf“fN,ìŠî“\_] f{fbfNfX,ÉfpfX,ð“ü—í,μ,Ü,·□B



'}“ü,.,éfŠf“fN,ìŽí—b,đfNfŠfbfN,μ,Ü,·□BŠù‘¶,ìftf@fCf<,Ü,½,Í Web  
fy□[fW,Ö,ìfŠf“fN,đ□□→,.,é,É,í□A[ftf@fCf<□AWeb fy□[fW] ,đfNfŠfbfN,μ,Ü,·□B,±  
,ìftf@fCf<“à,ì•Ê,ì□ê□Š,ÉfŠf“fN,.,é,É,í□A[.,±,ìfhfLf...f□f“fg“à] ,Ü,½,Í [,±,ìff□[f^fx□[fX,ìfufWfFfNfg]  
(Microsoft Access ,ì,Ý) ,đfNfŠfbfN,μ,Ü,·□B,Ü,¾□□→,μ,Ä,ç,È,çftf@fCf<,ÉfŠf“fN,.,é,É,í□A[□V,μ,çfhfLf...  
f□f“fg] ,Ü,½,Í [□V,μ,çfy□[fW,ì□□→] (Access ,ì,Ý) ,đfNfŠfbfN,μ,Ü,·□BŽw’èfAfhfçfX,Ö,ì“dŽqf□□[f<  
f□bfZ□[fW,đ□□→,Ä,«,éfŠf“fN,đ□□→,.,é,É,í□A[“dŽqf□□[f< fAfhfçfX] ,đfNfŠfbfN,μ,Ü,·□B

fñfCfρ□[fŠf“fN—p,ì•¶Žš—ñ,đ“ü—í,μ,Ü,·□B

f n f C f p [ f Š f " f N , É j [ f f < , ð ' u , ç , ½ , Æ , « , É • \ Ž | , , é f q f " f g , ð [ ] ¬ , μ , Ü , · B

fñfCfp[fšf“fN,lfWjff“fvæ,Æ,È,étf@fCf<,ðŒÿðð,·,é,É,íA[ftf@fCf<]  
,ðNfšfbfN,μ,Û,·BfñfCfp[fšf“fN,ðì¬,·,é Web fy[fW,ðŒÿðð,·,é,É,íA[Web fy[fW]  
,ðNfšfbfN,μ,Û,·B

Web fuf%ofEfU,đ<N“® ,μ,Ä□AfnfCfp□[fŠf“fN,đ□ì□¬,·,é Web fy□[fW,đCEŸ□đ,μ,Û,·□B



^ê—, ©, cftf@fCf<, Ü, ½, í Web fy[]fW, ð'!ð, µ, Ü, ·□B□Å<ßŽg—p, µ, ½ftf@fCf<, ì^ê—, ð•\Ž!, ·, é, É, í  
[□Å<ßŽg, Á, ½ftf@fCf<]□A□Å<ß•\Ž!, µ, ½ Web fy[]fW, ì^ê—, ð•\Ž!, ·, é, É, í [fuf  
%ofEfY, µ, ½fy[]fW]□A□Å<ßftf@fCf<, É'Ç%oÁ, µ, ½fŠf“fN, Ü, ½, í Web fuf%ofEfU, ì [fAfhfCEfX] f{fbfNfX, É“ü  
—í, µ, ½fŠf“fN, ì^ê—, ð•\Ž!, ·, é, É, í [‘}“ü, µ, ½fŠf“fN] , ð, » , é, ¼, êfNfŠfbfN, µ, Ü, ·□B

ÅŽg—p,μ,½ftf@fCf<,îê—,đ•\  
Ž!,μ,Û,·Bî□¬,·éfnfCfp□lfŠf“fN,ìfWffff“fv□æ,ìftf@fCf<,đfNfŠfbfN,μ,Û,·B

□Å<ß•\Ž!,μ,½ Web fy□[fW,î^ê—,đ•\Ž!,μ,Û,·□B□ì□-,·,éfnfCfp□[fŠf“fN,ìfWfff“fv□æ,ì Web  
fy□[fW,đfNfŠfbfN,μ,Û,·□B

□Å<ßŽg—p,μ,½fnfCfp□[fŠf“fN,ì^ê—,đ•\Ž!,μ,Ü,·□BWeb fy□[fW,É’}“ü,·,éfŠf“fN,đfNfŠfbfN,μ,Ü,·□B

□□-,·,éfnfCfp□[fŠf“fN,lfWffff“fv□æ,ìê□Š,đfNfŠfbfN,μ,Û,·□B

□□-,·,éfnfCfp□[fŠf“fN,lfWffff“fv□æ,lfZf<ŽQ□Æ,đ“ü—í,μ,Ü,·□B

[fhfLf...f[]“fg”à,ì[]ê[]š] f{fbfNfX,Å'!ð,μ,½fXf%ofCfh,ìfvfCEfrf...[][,ð•\Ž!,μ,Ü,·[]B

-Ú“İ•ÊfXf%ofCfh fVf#[][,đ•\Ž!,μ,½CEã[]AfnfCfp[]fŠf“fN,đ’}“ü,μ,½fXf%ofCfh,É-β,è,Ü,·[]B



□V,μ,□□□-,·,éftj@fCf<,ì-¼'0,ð"ü—í,μ,Ü,·□Bftj@fCf<,ð•Û'¶,·,éftj< fpfX,ð"ü—í,·,é,©□A[•ï□X]  
,ðfNfŠfbfN,μ,Äftj@fCf<,ì•Û'¶□ê□Š,ð'í'ð,μ,Ü,·□B

V,μ,ϕftf@fCf<,ì•Ù'¶èèŠ,ðŽ!,·fjX,ð•\Ž!,μ,Û,·B V,μ,ϕftf@fCf<,ð•Ê,ìèèŠ,É•Ù'¶,·,éèè‡,ÍA[·ĪX]  
,ðNfŠfbfN,μ,Û,·B

□V,μ,ϕftf@fCf<,ì•Ù'¶□ê□Š,đŽ!,.fjpfX,đ'l'đ,μ,Ü,·□B

□V,μ,†ftf@fCf<,δ□j,·,®•Ò□W,·,é,©Æă,Å•Ò□W,·,é,©,đ'đ,μ,Û,·□B

«»Ÿ,ìftf@fCf<,ÉfnfCfp[]fŠf“fN,đ’}“ü,μAŽw’è,ìêŠ,ÉV,μ,çftf@fCf<,đi¬,μ,Ü,·B,±  
,ìV,μ,çftf@fCf<,íŠJ,«,Ü,<sup>1</sup>,ňB

«»Ÿ,ŷf@fCf<,ÉfnfCfp[fŠf“fN,đ’}“ü,μA□V,μ,tf@fCf<,đŠJ,«,Ü,·□B

“džqf□□[f<,ì’—□M□æ,Æ,È,éfAfhfCEfX,ð“ü—í,μ,Ü,·□B“ü—í,μ,½“džqf□□[f<  
fhfhfCEfX,í□Aft□[fU□[,ì“džqf□□[f< f□fbfZ□[fW,ì [^□□æ] f{fbfNfX,ÉŽ©“@“l,É“ü—í,³,ê,Ü,·□B

“džqf□□[f< f□fbfz□[fW,ì [Œ□-¼] f{fbfNfX,ÉŽ©“®“ü—í,·,éŒ□-¼,đ“ü—í,μ,Û,·□B



“džqf□□[f<,ì—□M□æ,Æ,È,é“džqf□□[f< fAfhfCEfX,đ'í'đ,μ,Û,·□B'í'đ,μ,½“džqf□□[f<  
fAfhfCEfX,í□A“džqf□□[f< f□fbfZ□[fW,ì [^¶□æ] f{fbfNfX,ÉŽ©“®“í,É“ü—í,³,ê,Û,·□B

'l'đ,μ,½fnfCfp□[fŠf"fn,đftf@fCf<,©,ç□í□œ,μ,Û,·□B



%°°Œü,«-î^ó,đNfŠfbfN,μ,ÄÅβŽg—p,μ,½fAfhfŒfX,©,ç'!đ,·,é,©A,Ü,½,íuhttp://  
www.microsoft.com/v,ì,æ,æ,ÉA-Ú"l,ìfCf"f^[]fjfbfg fAfhfŒfX,đ"ü—í,μ,Ü,·B

•Ê, ðfEjBj“fhfE, Åftf@fCf<, ðŠj, «, Ü, ·□B

'l'đ,Å,«,éftj@fCf<,l^ê—,đ•\Žl,μ,Ü,·□B

,±,ìfAfCfRf",ífcf"f^□[f]fbfg,ÅŽg—p,Å,«,éftf@fcf<,ìŽí—p,đ•\,μ,Ü,·□B





[Web] fc[]f<fo[][,ì [Web ,ìĚŸ[]ö] ,đfNfŠfbfN,μ,½,Æ,«[]ACE»[]Ÿ•\Ž!,μ,Ä,č  
,éfy[]fW,ÉŽ©“®“l,É^Ú“®,. ,é,É,í[]ACE»[]Ÿ•\Ž!,μ,Ä,č,éfy[]fW,đ World Wide Web  
,ìĚŸ[]öfy[]fW,É[]Ÿ'è,μ,Ü,·[]B

,±,lf\_CfAf□fO f{fbfNfX,ð•Â,¶,Ü,·□B



,±,}fAfCfRf“,íŒÿ□ōfy□[fW,}fOf%oftfBfbfNfX,đ•\,μ,Ü,·□B



Œ, ½, Æ, «»Ÿ•Ž!, μ, Ä, ç, é, Ž © “ “ I, É ^ Ú “ ®, , é, É, «»Ÿ•\  
Ž!, μ, Ä, ç, é, World Wide Web, ŒŸ'è, μ, Ü, ·B

,±,lf\_CfAf□fO f{fbfNfX,ð•Â,¶,Ü,·□B

☞»Ÿ,İfXf^[]fg fy[]fW,Ü,½,İz[]f€ fy[]fW,İpfX,đ•\Žı,μ,Ü,·□B



,±,ìfAfcRf",íXf^[]fg fy[]fW,ìOf%oftfBfbfNfX,ð•\,μ,Û,·□B



Žg—p,·,éfnfCfp□[fŠf“fN,ì□F,Æ%°□ü,ìf!fvjVf#f“,đ'!đ,μ,Û,·□B

ff[]f^fx[]fX,đŠJ,č,Ä,©,ç•\Ž!,μ,Ä,č,È,čfnfCfp[]fŠf“fN,ì[]F,đ'!đ,μ,Ü,·[]B

ff[]f^fx[]fX,đŠJ,č,Ä,©,ç•\Ž!,μ,½fnfCfp[]fŠf“fN,ì[]F,đ'!đ,μ,Ü,·[]B

Web fy[]fW,ÅfnfCfp[]fŠf“fN,É%°ü,ð•t,¯[]AfNfŠfbfN,μ,ÄfWjff“fv,Å,«,é,±,Æ,ðŽ|,μ,Ü,·[]B,±  
,ìfjvfVf#f“,í[]AfñfCfp[]fŠf“fN,ð'¼,ìff[]f^,©,ç<æ•É,·,é,Æ,«,É•Ö—~ ,Å,·[]B

fXf^fCf< fV[]fg,đŽg,Á,Ä[]AWeb fuf%ofEfU,Å,ì Web fy[]fW,ì^ê•",Ü,½,í'S•",ì•\Ž!•û-  
@,đ[]\$CEä,.,éfXf^fCf<,đ'è<` ,Å,«,Ü,·[]BWeb fy[]fW,ì•\Ž!—p,É Internet Explorer 3.0  
^È~.,lfo[]fWf#f",È,Ç[]AfXf^fCf< fV[]fg,đfTf|[]fg,μ,Ä,ç,é Web fuf%ofEfU,đŽg—p,·,é[]ê[]#,É,ì,Ý[]A,±  
,lf`fFbfN f{fbfNfX,đfif",É,μ,Ü,·[]B

Web fy[]fW,É•\Ži,·,é Excel ff[]f^,ì•Ô'¶,“,æ,Ñ Excel ,Å Web fy[]fW,ðŚj,,Æ,«,ì[]  
,ì“Ç,Ý[]ž,Ý,ÉŠÖ,·,élfvfVf¶f“,ð'ì'ð,μ,Ü,·□B



f[]fNfV[]fg,É•Ù'¶,³,ê,Ä,ç,È,ç'¼,ìff[]f^,ðŽQ[]Æ,·,é Excel ff[]f^,ð Web fy[]fW,Æ,μ,Ä"-  
[]s,Ü,½,Í•Ù'¶,·,é[]ê[]±[]A,±,ìf`fFfbfN f{fbfNfX,ðfjf",É,·,é,ÆŠO•",ìŽQ[]Æff[]f^,²•Ù'¶,³,ê,é,ì,Å[]AWeb  
fy[]fW,Å[]Ž®,²•ÙŽ[],³,ê,Ü,·[]B"ň•\Ž!,ìff[]f^,ð•Ù'¶,μ,È,ç  
,Æ[]AŠO•"ff[]f^,ðŽQ[]Æ,·,é[]Ž®,²[]Ž®,ìCEvŽZCE<%oÊ,ì'l,Å'u,«Š·,!,ç,ê,Ü,·[]B,±  
,ìfjfvfj#f",Å,í[]Ž®,ìCEvŽZ,É•K—v,ÈŠO•",ìŽQ[]Æff[]f^,à•Ù'¶,³,ê,é,ì,Å[]Aftj@fCf< fTfCfY,²'â,«, -  
,É,è,Ü,·[]B,±,ìfjfvfj#f",í[]ACE»[]Ý,ìfy[]fW,·,æ,Ñ[];CEã Excel ,Å•Ù'¶,·,éfy[]fW,É"K—p,³,ê,Ü,·[]B

,±,lf`fFbfN f{fbfNfX,đflf“,É,·,é,Æ[]AExcel ,Å Web fy[]fW,đŠ],,Æ,«,Éff[]f^,¾,¯,Å,È,[]  
,à“Ç,Ý[]ž,Ü,ê,Ü,·[]B

Web fy[]fW,ÅŽg—p,·,é[]Ž®,đ'í'đ,μ,Û,·[]B

[fuf%ofEfU] f{fbfNfX,ÅŽw'è,μ,½ Web fuf%ofEfU,ÅfTf|[]fg,³,ê,Ä,ç,È,ç'Ž®,ð-³Eø,É,μ,Û,·[]BInternet Explorer 4.0[]ANetscape Navigator 4.0[]A,Û,½,Í Internet Explorer 5 ^ÈŠO,lfuf%ofEfU,Å Web fy[]fW,ð•\Ž!,·,é[]ê[]#,Í[]A,±,lf`fFfbfN f{fbfNfX,ðfift,É,μ,Û,·[]B

Web fy[fW, ì'Ž®, ðfTf|[]fg, ., é Web fuf%ofEfU, ð'l'ð, μ, Ü, ·BWeb fy[fW, ð·\Ž!, ., éê±, íA, ±, ±  
, ĀŽw'è, ., éfo[]fWf±f“^È~ , ìfuf%ofEfU, ðŽg—p, μ, Ü, ·B

Web fuf%ofEfU,ÅfvfCEf[f“fe□[fVf†“,ì•\Ž!•û-@,đŽw'è,·,é|fvfVf†“,đ'!đ,μ,Û,·□B

Web fuf%ofEfU,ÅfvjCef[f"fe[]fVf#f",đ•\Ž!,.é□Ū,É□Afm□[fg fEfBf"fhfE, ",æ,ŃfAfEfgf%ofCf"  
fEfBf"fhfE,đ•\Ž!,μ,Ū,·□B[□F] f{fbfNfX,Å□Afm□[fg fEfBf"fhfE, ",æ,ŃfAfEfgf%ofCf"  
fEfBf"fhfE,)\F,đ'!đ,μ,Ū,·□B

f m [ f g f E f B f " f h f E , " , æ , Ñ f A f E f g f % f C f " f E f B f " f h f E , ì • ¶ Ž š — ñ , Æ " w C E i , ì ¶ F , ð ' I ' ð , μ , Ü , · ¶ B



Web fuf%ofEfU,Åfm□[fg fEfBf“fhfE,“,æ,ŃfAfEfghf%ofCf“ fEfBf“fhfE,đ•\Ž|,·,é□Û,ì•¶Žš—  
ň,Æ”wCEi,ì□F,ìJTf“fvf<,đ•\Ž|,μ,Û,·□B

Microsoft Internet Explorer 4.0 ^È~.,ìfo[fWf#f",ÅfvfÆf[f"fe[fVf#f",ð•\  
Ž|,·,éÙ,ìfAfjf[fVf#f",Æ∅,è'Ö,;Æ∅%Ê,ð•\Ž|,μ,Û,·B

Microsoft Internet Explorer 4.0 ^È~.,ìfo[fWf#f",ÅfOf%oftfBfbfNfX,ð·\  
Ž!.,éÛ,ÉAfy[fW,ì¼,ì"•ª,ìTfCfY,É"ä—á,μ,Ä·\Ž!.,é,é,æ,ϣ,ÉfOf%oftfBfbfNfX,ìTfCfY,ð·ìX,μ,Û,·B

•K—v,ÈfjfvfVf††“,ð'!ð,μ,Ü,·□B

Web fy[]fW,ì•Ù'¶Žž,É□A%ó□đ□',«□A"wCEi,ìfefNfXf`ff□AfOf%oftfBfbfNfX,È,Ç,ìftf|□[fg  
ftf@fCf<,đ,·,x,Ä•Ê,ìftfHf<f\_É•Ù'¶,μ,Û,·□BfTf|□[fg ftf@fCf<,đ Web  
fy[]fW,Æ"~,¶ftfHf<f\_É•Ù'¶,·,é□ê□#,í□A,±,ìf`fFfbfN f{fbfNfX,đfift,É,μ,Û,·□B

Web fy[]fW,đftf@fCf< fT[]fo[][,É•Ú'¶,.,é[]Ú,É[]A'.,çftf@fCf<-¼ (9 •¶Žš^È[]ă) ,đŽg—  
p,Å,«,Ü,·[]B'Z,çftf@fCf<-¼,Åftf@fCf<,đ[]í,É•Ú'¶,.,é[]é[]¶,Í[]A,±,ìf`fFfbfN f{fbfNfX,đfift,É,μ,Ü,·[]B

Web fy[]fW,ì•Ú'¶Žž,É[]AfOf%oftfBfbfNfX[]A"wCEi,ìfefNfXf`ff[]A%Ó[]ð[]',«,È,Ç,ìfTf|[][fg  
ftf@fCf<,Ö,ìfŠf“fN,ðŽ©“@[]X[]V,μ,Ü,·[]B

• W□€, ðGffBf^, Æ, μ, Ä“o~^, μ, ½fAfvfŠfP□[fVf‡f“, ðf`fFbfN, ·, éf[fvfVf‡f“, ð' l' ð, μ, Ü, ·□B



Web fy[]fW,ì•W[]€,ìfGfffBf^,Æ,μ,Ä Office fAfvfŠfP[]fVf#f“,ðŽg—p,·,é[]ê[]#,í[]A,±,ìf`fFfbfN  
f{fbfNfX,ðfif“,É,μ,Ü,·[]B•W[]€,ìfGfffBf^,Æ,μ,Ä'¼,ìfAfvfŠfP[]fVf#f“,ðŽg—p,·,é[]ê[]#,í[]AWeb  
fy[]fW,ì•Ü'¶Žž,É Office fAfvfŠfP[]fVf#f“,ð•W[]€,ìfGfffBf^,É-ß,·,©,Ç,κ,©,ðŠm”F,·,éf[]fbfZ[]fW,a•\  
Ž!,³,ê,Ü,·[]B,±,ìf[]fbfZ[]fW,ð•\Ž!,μ,È,ç[]ê[]#,í[]Af`fFfbfN f{fbfNfX,ðfift,É,μ,Ü,·[]B

Web fy[]fW,ì•W[]€,ìfGfffBf^,Æ,μ,Ä Word ,ðŽg—p,·,é[]ê[]‡,í[]A,±,ìf`fFfbfN  
f{fbfNfX,ðfif“,É,μ,Ü,·[]B•W[]€,ìfGfffBf^,Æ,μ,Ä'¼,ìfAfvfŠfP[]fVf‡f“,ðŽg—p,·,é[]ê[]‡,í[]AWeb  
fy[]fW,ì•Ü'¶Žž,É Word ,ð•W[]€,ìfGfffBf^,É-ß,·,©,Ç,κ,©,ðŠm”F,·,éf[]fbfZ[]fW,ª•\Ž!,³,é,Ü,·[]B,±  
,ìf[]fbfZ[]fW,ð•\Ž!,μ,È,ç[]ê[]‡,í[]Af`fFfbfN f{fbfNfX,ðfift,É,μ,Ü,·[]B

[Office Web fRf“f|f|f“fg,đf\_fEf“f□□[fh,·,é] f`fFfbfN f{fbfNfX,đf|f“,É,·,é,Æ□AOoffice ,lTfCfg f  
%ofCfZf“fX,ª, ,èVfXfef€ŠÇ—□ŽÒ,ªf\_fEf“f□□[fh<@“\,đ□Ý’è,μ,½□ê□#,í□AWeb fRf“f|f|f“fg,đŽg—p,·,é  
Web fy□[fW,đŠ],,Æ,«,É□AWeb fRf“f|f|f“fg,ªŽ©“@“l,Éf\_fEf“f□□[fh,ª,ê□AfRf“fsf...  
□[f^,ÉfCf“fXfg□[f<,ª,è,Ü,·□BfCf“fgf%of|fbfg□ã,lRf“f|f|f“fg,ì□è□Š,É,Â,ç,Ä,í□AfVfXfef€ŠÇ—□ŽÒ,É-  
â,ç□#,í,<sup>1</sup>,Ä,,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>,ç□B

[Office Web fRf“f|f|f“fg,đf\_fEf“f|f|fh,·,é] f`fFfbfN f{fbfNfX,đf|f“,É,·,é,Æ|AOoffice ,lTfCfg f  
%ofCfZf“fX,ª, ,èVfXfef€ŠÇ—ŹÒ,ªf\_fEf“f|f|fh<@“\,đY’è,µ,½ê|f,í|AWeb fRf“f|f|f“fg,đŽg—p,·,é  
Web fy|fW,đŠj,,Æ,«,É|AWeb fRf“f|f|f“fg,ªŽ©“@“l,Éf\_fEf“f|f|fh,ª,ê|AfRf“fsf...  
|f^,ÉfCf“fXfg|f<,ª,è,Û,·|BfCf“fgf%of|fbfg|ã,lRf“f|f|f“fg,ìè|Š,É,Â,ç,Ä,í|AfVfXfef€ŠÇ—ŹÒ,É-  
â,ç|f,í,¹,Ä,,¾,ª,ç|B

Web fRf“f|[]f|f“fg,đf\_fEf“f[]f|fh,·,é,Æ,«,̀̀T[]fo[]l,̀̀ê[]Š,đ“ü—Í,μ,Û,·[]B[]Ú[]×,É,Â,ç,Ä,Í[]AfvfXfef€ŠÇ—  
[]ŽÒ,É-â,ç[]‡,í,¹,Ä,,³/4,³,ç[]B

Web fy□[fW,Å□}.đ•\Ž|,·,é,½,ß,lfvfVf#f“,đ'l'đ,μ,Ü,·□B

,±,ìf`fFfbfN f{fbfNfX,ðfìf“,É,·,é,ÆAfOf%ftfBfbfN fCf□□fW,³□¶□~³,é,È,ç,½,ß□AWeb  
fy□fW,ðf\_fEf“f□□fh,μ,Ä HTML ,É•Û’¶,·,é□Š—vŽžŠÔ,³íÇ,³,é□A•K—v,ÈfffBfXfN fXfy□fX,à□ß-  
ñ,³,é,Û,·□BInternet Explorer 5.0 ^È□~,ìfo□fWf¶f“,È,Ç,ì VML (Vector Markup Language) ,ðfTf|  
□fç,μ,Ä,ç,é Web fuf%ofEfU,Å Web fy□fW,ð•\Ž!,·,é□é□‡,í□A,±,ìf`fFfbfN f{fbfNfX,ðfìf“,É,μ,Û,·□B

}] ,đ PNG (Portable Network Graphics) Ć`Ž® ,Å Web fy[]fW,É•Û'¶,μ,Û,·BPNP Ć`Ž®,đŽg—  
p,·,é,Æ[]AWeb fuf%ofEfU,Å,ì Web fy[]fW,ì•Û'¶,Æf\_fEf“f[]fh,ìŠ—vŽžŠÔ,³íĆ, ,³,ê[]AfffBfXfN  
fXfy[]fX, à[]ß-ñ,³,é,Û,·BfvfĆf[]fe[]fVf#f“ ,đ PNG Ć`Ž®,Å•Û'¶,·,é'O,É[]AWeb fuf%ofEfU,Å PNG  
Ć`Ž®,đfTf[]fg,μ,Ä,č,é,©,Ç,κ,©,đfVfXfef€ŠÇ—[]ŽÒ,É-â,č[]‡,í,¹,Ä,,³/4,³,č[]B



Web fy[]fW,đ•\Ž!,.éf,fjf^,ì“Á[]«,É[]#,í,<sup>1</sup>,Ä Web fy[]fW,đ[]Å“K%»»,.é!fvjVf#f“,đ'!‘đ,μ,Û,.[]B

Web fy[]fW,đ•\Ž!,·,éf,fjf^,ì%œ-Ê,ìfTfCfY,đ'!đ,μ,Ü,·BŽw'è,μ,½%œ-Ê,ìfTfCfY,íAWeb  
fy[]fW,ìfCf[]fW,ìfTfCfY,"æ,ÑfCfCfAfEfg,É%œ<¿,đ—^,!,é,±,Æ,a, ,è,Ü,·BWeb fy[]fW,đ-Ú"l,Ç,"è,É•\  
Ž!,·,é,É,íA•Ê,ì Web fuf%œfEfU (Web ,© ,çf\_fEf"f[]fh,Å,«,é,à,ì,à, ,è,Ü,·) ,đŽg—p,μ,½,èA[%œ-  
Ê,ìfTfCfY] ,ìÝ'è,đ•ï,!,½,è,μ,Ä Web fy[]fW,đ•\Ž!,μ,Ä,Ý,Ü,·B

Web fy□[fW,δ•\Ž!,.é□Ů,ì 1 fCf“f` , ,½,è,ìfsfNfZf<□” ,δ'ì'δ,μ,Ü,·□B'ì'δ,μ,½fTfCfY,É,æ,è□AfOf  
%oftfBfbfNfX,ìfTfCfY,æ%œ-Ê,ì•¶Žš—ñ,ìfTfCfY,É□#,í,<sup>1</sup>,Ä•ï□X,<sup>3</sup>,è,Ü,·□BWeb fy□[fW,δ-Ů“l,Ç,“ ,è,É•\  
Ž!,.é,É,í□A•Ê,ì Web fuf%ofEfU (Web ,© ,cf\_fEf“f□□[fh,Å,« ,é,à,ì,à , ,è,Ü,·) ,đŽg—p,μ,½,è□A[1  
fCf“f` , ,½,è,ìfsfNfZf<□” ] ,ì□Ý'è,δ•ï,ì,½,è,μ,Ä Web fy□[fW,δ•\Ž!,μ,Ä,Ý,Ü,·□B

☞<sup>3</sup>/<sub>4</sub>☞ê, ðfGf“fR□[fh flfvjVf±f“, ð'ð, μ, Û, ·□B

Web fy[]fW,əfGf“fR[]fh,³,ê,Ä,ç,éE¾4CEê,đ'í'đ,μ,Ü,·BWeb fy[]fW,đŠj,,Æ[]A,»,)fy[]fW,ÉŽg,í,ê,Ä,ç  
,éfGf“fR[]fh•û-@,ª”FŽ˘,³,ê,Ü,·B•\Ží,³,ê,é•¶Žš—ň,ª[]³,μ,-  
,È,ç[]ê[]#,í[]ACE»[]Ý,)fy[]fW,đ•Ê,)fGf“fR[]fh•û-@,Å[]Ä“x“Ç,Ý[]ž,Ý,Ü,·B•¶Žš—ň,ª[]³,μ,•\  
Ží,³,ê,é,Ü,Å[]AŠefGf“fR[]fh,đŽŽ,μ,Ä,Ý,Ü,·B

Web fy[]fW,ì•Ú'¶Žž,ÉŽg—p,·,éŒ¾ŒêfR[]fh,ð'ð,μ,Û,·B

[•Ů'¶,·,éftf@fCf<-¼] f{fbfNfX,É•\Ž|,³,ê,Ä,č,éfGf“fR□[fh,đ,·,×,Ä,ì Web fy□[fW,ìŠù'è,ìfGf“fR□[fh,Æ,μ,Ä  
Web fy□[fW,đ•Ů'¶,μ,Û,·□B'¼,ìf\□[fX,©,çfy□[fW,đ□ÄŽg—p,μ,½,è□A,·,×,Ä,ìfy□[fW,đ“Á'è,ìfGf“fR□[fh•ù-  
@,Å•Ů'¶,μ,½,è,·,é□é□#,É□A,±,ìf`fFfbfN f{fbfNfX,đfif“,É,μ,Û,·□B

Šù'è, ìftfHf“fg flfvfVf#f“, ð'ì'ð, μ, Ü, ·□B



ftf@fCf<,lfGf“fR□[fh,ÉŽg—p,·,é•¶ŽšfZfbfg,đ'ł'đ,μ,Ü,·□B

• W□€, ð • ¶ Žš—ñ, É Žg—p, ·, éftjHf“fg, ð‘ð, μ, Û, · □B

• W□€, ð • ¶ Žš—ñ, É Žg—p, ·, éftfHf“fg fTfCfY, ð'í'ð, μ, Û, · □B

Ā'è•,ì•ŕš—ň,Éžg—p,·,éftfHf“fg,đ'l'đ,μ,Û,·B

Ā'è•,ì•ŕŽš—ň,ÉŽg—p,·,éftfHf“fg fTfCfY,đ'l'đ,μ,Ü,·B



-Ú"i, ðfNfŠfbfN, μ, Û, ·BCEã, ÅCE`ó, ð·ïX, ·, é, É, ÍAf[fhfA[fg, ð'ð, μA[f[fhfA[fg]  
fc[f<fo[. ð (f[fhfA[fg : CE`ó) ,ðfNfŠfbfN, μ, Û, ·B

'I'đ,μ,½f□□[fhfA□[fg,ì□V,μ,çffUfCf“,đfNfŠfbfN,μ,Ü,·□B





[ft][fU][[Y'e]

fAfhfCf" fv fOf%of€,Ü,½,í+[fU][[Y'e,}fNf,đŽÀs,μ,Ü,·B

[fXfyf< f`fFfbfN] (lf<[f<] fffj...[l])

□<Æ't, ì•¶□'□Aftf@fCf<□AfufbfN□A, Ü, ½, ífAfCfef€, ìfXfyf<, ðf`fFfbfN, μ, Ü, ·□B

[[ã'«•Ů'¶] ([ftf@fCf<] fffj...[])

¶<Æ't, ìftf@fCf<, ðAŸ'e, ³, è, Ä, ç, éftf@fCf<-

¼A•Ů'¶èšA, ", æ, Ñftf@fCf<E`Ž®, ð•ïX, ¹, ,, É•Ů'¶, μ, Û, ·B

[^óü] ([ftf@fCf<] fffjf...[])

[\<Æ't,ìftf@fCf<[]A,Ü,½,í'í'ð,³,è,½fAfCfef€,\^óü,μ,Ü,·[]B^óüfjfvfVf#f",\ðÝ'è,·,é,É,í[]A[ftf@fCf<] fffjf...  
[][,ì [^óü] ,\ðfNfŠfN,μ,Ü,·[]B

[1 fy [fW]

%°&f, [fh, Åfy [fW'S'i, a•\Ž|, ³, ê, é, æ, ɹ, ÉA•\Ž|•”•ª, ð'² @, μ, Ü, ·B

[fEfbf“fhfE,É±,í,¹,é]

fhfLj...f□“fg,ì%∞j •□‘S’ì,ð•\Ž!,Å,«,é,æ,π,É”{—!,ð□Ý’è,μ,Û,·□B

**[100%]**

fhfLf...f"fg,đ•\Ž|,·,é" {—|,đ'²@,μ,Ü,·BfTfCfY,đ•ïX,μ,Ä,àAfhfLf...f"fg,ì^óü,É,Í%e<¿,đ—  
^,ı,Ü,<sup>1</sup>,ñB



[i'g,ŷ]

• 100 "à, ù, ½, í • 100', ì, f, z, f, n, f, v, f, f, f " "à, ì, i, ì", ð • ì, x, μ, ù, ·, ð, B

**[fɛfCfAfEfg~g,ì'}“ü]**

•¶□',ìŽw'è,μ,½—ì^æ,ÉfefLfXfg f{fbfNfX,âfɛfCfAfEfg~g,ð□ì□¬,μ,Ü,·□BfefLfXfg  
f{fbfNfX,âfɛfCfAfEfg~g,ðŽg,ɰ,Æ□AfAfCfef€,ð,»,—ì^æ“à,É”z'u,Å,«,Ü,·□B

**[i-ž"ô†]**

'l'đ,μ,½'i-ž,ì'i-ž"ô†,đ'ç%Á,Û,½,ííœ,μ,Û,·B

[%oÓð',«]

'l'ð,μ,½'i—Ž,ìs"ª•¶Žš,ð'Ç%oÁ,Ü,½,Ííœ,μ,Ü,·B

**[c]A[%i]**

fhfLj...f[]"fg,ðcEü,«,Å^óü,·,é,É,ÍA[] ,ðfNfŠfbfN,μ,Ü,·B

fhfLj...f[]"fg,ð%iEü,«,Å^óü,·,é,É,ÍA[%i] ,ðfNfŠfbfN,μ,Ü,·B

[fCf“fff“fg%oδ□œ]

'l'δ,μ,½□s,lfCf“fff“fg,δ'O,î^Ê'u,Ü,Å-ß,μ,Ü,·□B

[fCf“fff“fg]

'l'δ,μ,½□s,δŽŸ,ì^Ê'u,Ü,ÅfCf“fff“fg,μ,Ü,·□B

[ ] } CE ` • ` % o o æ ]

[ ] } CE ` • ` % o o æ ] f c [ [ f < f o [ [ , ì • \ Ž | , Æ " ñ • \ Ž | , ð [ Ø , è ' Ö , ! , Ü , • [ B



**[fOf%oft]**

Graph ,lfjufWfFjNfg,ð'}"ü,μ,ÄfOf%oft,ðì□¬,μ,Ü,·□B

[V·K] (f@f f...)

fhfLf...fg,δV,μ,ü,·B

**[fRfs[]]**

'l'δ,μ,½"í^í,δfNfŠfbfvf{[]fh,ÉfRfs[]μ,Ü,·[]B

**[Ĉ,É-Ĥ,·]**

'¼'O,És,Á,½'€ì,đŽæ,èÁ,μ,Ü,·B1 %oñfNfŠfbfN,·,é,<sup>2</sup>,Æ,ÉA1

,Â,ì'€ì,žæ,èÁ,<sup>3</sup>,è,Ü,·B'O,ì'€ì,đŽæ,èÁ,<sup>1</sup>,È,†é†AfRf}f"fh-¼,Í [Ĉ,É-Ĥ,<sup>1</sup>,Ü,<sup>1</sup>,ñ] ,É•í,í,è,·B

[ø, èžæ, è] ([•òw] fffj...l)

'l'ð, µ, ½"í^í, ðì<Æ't, ìfhfLj...ff"fg, ©, çíœ, µAfNfŠfbvf{[fh, É•Ù'¶, µ, Ù, ·B

**[“\,è•t,~] ([•ÒW] fffj...[])**

fNfŠfbfvf{[]fh,ì“à—e,đfj[]f<,ì^Ê’u,É’}“ü,μ,Ü,·B”íí,²’1’ð,³,è,Ä,ç  
,é[]é[]#,í[]AfNfŠfbfvf{[]fh,É•Ú’¶,³,è,Ä,ç,é“à—e,Æ’u,«Š-,!,ç,è,Ü,·B,±,ìfRf}f“fh,í[]AfìfufWfFfNfg[]A•¶Žš  
—ñ[]A,Ü,½,ìfZf<,ì“à—e,đfRfs[][,μ,½,è[]A[]Ø,èŽæ,è,μ,½[]é[]#,ì,YŽg—p,Ä,«,Ü,·B

[Š,] ([ftf@fCf<] fffj...[])

ftf@fCf<,đŠ,č,½,è[]ACEÿ[]ö,μ,½,è,μ,Ü,·[]B

[••“>]

••“>,ððì□¬,μ,Û,·□B



[fY][f€]

fhfLj...f“fg,đŠg'â,Ü,½,Ík¬,μ,Ä•\Ž†,μ,Ü,·B

**[Microsoft "Ž®fGfffBf^]**

"Ž®fGfffBf^,}fc[]f<fo[],đ•\Ž!,μ,Ü,·B,±,}fc[]f<fo[],đŽg,α,Æ[]A"Ž®,đ[]-→,Å,«,Ü,·B

**[Žè‘,«,ìfRf“fg]**

„Žg,č,ìfVfXfef€,Éfyf“,ð’•”ð,μ,Ä,ç,éêê±,íAfhfLf...f“fg fEfBf“fhfE,É’¼ÚfRf“fg,ð’}“ü,.,é,±  
,Æ,ª,Å,«,Ü,·BWord ,Á,íAŽè‘,«,ìfRf“fg,íA•`%œfufWfFfNfg,ì,æ,æ  
,É^μ,í,é,Ü,·BŽè‘,«,ìfRf“fg,íAfhfLf...f“fg fEfBf“fhfE”g,É,í•\Ž!,³,é,Ü,¹,ñB,Ü,½AfhfLf...f“fg  
fEfBf“fhfE,ÉfRf“fg<L“t,í’}“ü,³,é,Ü,¹,ñB

**[Ĉ, ĉ, Ĥ, ĥ]**

'¼'O,ÉŽÀs,μ,½fRf}f"fh,â'€i,ĉĈ,ĉ•Ô,μ,Û,·Bf\_fCfAfO f{fbfNfX,ÂÝ'è,μ,½"à—e,È,Ç,àĈ,ĉ•Ô,·,±,Æ,â,Â,«,Û,·B'O,ì'€i,ĉĈ,ĉ•Ô,¹,È,†é#AfRf}f"fh-¼,Í [Ĉ,ĉ•Ô,μ,Â,«,Û,¹,ñ] ,É•ī,í,è,Û,·B

**[Microsoft Word]**

Word ,đ<N“ ® ,·,é,© AWord ,É∅,è’Ö,!,Ü,·B

**[ŒŸ] ([•ÒW] fffj...)**

'l'ð,µ,½zfz<"í^í,Ü,½,ÍV[fq"à,ðŽw'è,µ,½•ŸŽš—ñ,ŒŸ]ð,µ,ÄAÅ%„É"Œ©,µ,½zfz<,ð'l'ð,µ,Ü,·B

**[fNfšfA]A["Ž@,Æ'I,lfNfšfA]**

'I'đ,μ,½fufWfFfNfg,Ü,½,Í•¶Žš—ň,đfNfšfbvf{[fh,É•Û'¶,¹,,Éíœ,μ,Ü,·B,±,  
,lfRf}f"fh,ÍAfufWfFfNfg,Ü,½,Í•¶Žš—ň,ª'I'đ,³,ê,Ä,ç,éê¶,Ì,ÝŽg—p,Å,«,Ü,·B

[fufCE[fNf|fCf“fg,ìÝ’è/%øðœ]

fj[f\<,ì’u,©,è,Ä,ç,éR[fh,ìs,ÉAfufCE[fNf|fCf“fg,ðÝ’è,Ü,½,í

%øðœ,μ,Û,·BfvfV[fWff,ìŽÀs,²fufCE[fNf|

fCf“fg,ðÝ’è,μ,½s,É“ž’B,·,é,ÆAŽ©“®“l,É’t’ff,[fh,É∅,è’Ö,í,è,Û,·B



## [sŃô 1]

'i—Ž,ìsŃô,đ 1 □s,É□Ý'è,μ,Û,·□B

**[sŠÔ 1.5]**

'i—Ž,ìsŠÔ,ð 1.5 s,ÉÝ'è,μ,Û,·B

**[sšô 2]**

'i—ž,ìsšô,ð 2 □s,É□ý'è,μ,Û,·□B


[ä•t,«]

'l'ð,µ,½•ŕŽš—ň,ì'Ž®,ðä•t,«,É•ïX,µ,Ü,·B

[%o°•t,«]

'l'đ,μ,½•¶Žš—ň,ì'Ž® ,đ%o°•t,«,É•ïX,μ,Ü,·B

["ñd%°ü]

'l' ð, μ, ½ • ¶ Žš—ñ, É“ñd%°ü, ðý'è, μ, Ü, ·BŠù, ÉA'l' ð"í^í, É“ñd%°ü, ðý'è, ð, ê, Ä, ç, é, Æ, «, ÉA 

, ðfNfšfN, ·, é, ÆA'Ž®, ð%ðœ, ð, ê, Ü, ·B

[^ê□d□ü (◁ó'''^ĚŠO%□ü)]

'l'δ,μ,½'PCEê,É%□ü,δ□Ý'è,μ,Ü,·□B,½,¾,μ□A'PCEê,İŒÔ,İ◁ó''',É,Í%□ü,Í□Ý'è,<sup>3</sup>,è,Ü,<sup>1</sup>,ñ□B

[ftfHf“fg,ìŠg‘à]

‘l’ò,<sup>3</sup>,è,½•qžš—ñ,ìftfHf“fg fTfCfY,ðE»ìY,ìY’è,æ,è 10 % ‘à,«,μ,Ü,·B



[ftfHf“fg,ìk□-]

'l'ð,³,è,½•qžš-ñ,ìftfHf“fg fTfCfY,ðE»Ý,ìÝ'è,æ,è 10 % □-,³,,μ,Ü,·□B



**[•Â,ŕ,é] ([ftf@fCf<] fffj...[I)**

fAfvfŠfP[fVf#f",đ□!—<sup>1</sup>,<sup>1</sup>,,É□ì<Æ't,ìftf@fCf<,đ•Â,ŕ,Û,·□B•Û'ŕ,<sup>3</sup>,è,Ä,ç,È,ç•ï□X,əftf@fCf<,ÉŠÛ,Û,è,Ä,ç  
,é□è#□A•Â,ŕ,é'O,Éftf@fCf<,đ•Û'ŕ,·,é,©,Ç,α,©,đŠm"Ŧ,·,é□fbfZ□[fW,<sup>3</sup>•\Z|,<sup>3</sup>,è,Û,·□BWord ,Æ Excel  
,Ä□AŠ],ç,Ä,ç,éftf@fCf<,·,×,Ä,đ^è"x,É•Â,ŕ,é,É,í□A**Shift** fL□[đ%oŸ,μ,È,<sup>3</sup>ç [ftf@fCf<] fffj...[I.)  
[·,×,Ä•Â,ŕ,é] ,đfNfŠfbfN,μ,Û,·□B

**[•\,İfI[f]gftfH[f]fbfg] ([CERü] f[f]f...[I])**


Word ,Å,ÍA, ,ç, ©, ¶, ß—p^Ó,³,ê,Ä,ç,éCERü,Æ-Ô, ©, ¯, ðŠÜ, Þ'Ž®,ªAŽ©“®“I,É•\,ÉY'è,³,ê,Ü,·B•\ ,İfZf<,ì“à—e,É#,í,¹,ÄA•\,İTfCfY,ªŽ©“®“I,É•İX,³,ê,Ü,·B

Excel ,Å,ÍA'Ž®,ð'g,Y#,í,¹,Ä-µ,½'g,Yž,Y,İ•\ 'Ž®,ªAfZf<“Í'í,Ü,½,İfsf{fbfgfe[fuf< fCEf] [f]g,ÉY'è,³,ê,Ü,·BfZf<,ð 1


,ÅfNfŠfbfN,µ,½ê#,ÍA<ó“fZf<,Å^í,Ü,ê,½ŽİŠpCE` ,ì“í'í,ªŽ©“®“I,É'í'ð,³,êA,» ,ì“í'í,É•\ 'Ž®,ªY'è,³,ê,Ü,·Bfsf{fbfgfe[fuf< fCEf][f]g“à,İfZf<,ð 1 ,ÅfNfŠfbfN,µ,½ê# ,ÍAfy[f]W ftB[f]f<fh,ðœ,fe[fuf<'S'í,ª'í'ð,³,êA•\ 'Ž®,ªY'è,³,ê,Ü,·B,±,İRf}f“fh,ÍAfV[f]g,ª•ÚCEì,³,ê,Ä,ç ,éê# ,ÍŽg—p,Å,«,Ü,¹,ñB

[□'Ž® ,lfRfs□[/"\,è•t,~] ([•W□€] fc□[f•fo□[)

'l'đ,³,ê,½fufufWfFfNfg,Ü,½,ÍfefLfXfg,©,ç□'Ž® ,đfRfs□[ ,μ□AfNfŠfbfN,μ,½fufufWfFfNfg,Ü,½,ÍfefLfXfg,É□Af

Rfs□[ ,μ,½□'Ž® ,đ□Ý'è,μ,Ü,·□B□'Ž® ,đ•i□",ì□€-Ú,ÉfRfs□[ ,·,é,É,í□A 

,đf\_fufufNfŠfbfN,μ□A□'Ž® ,đ□Ý'è,·,éŠe□€-Ú,đfNfŠfbfN,μ,Ü,·□B,·,×,Ä,ì□€-Ú,đfNfŠfbfN,μ□l,í,Á,½,ç□A**Esc**  
fL□[ ,đ%öÿ,·,·,©□A,Ü,½,í

 ,đ,à,α^ê"xfnfŠfbfN,μ,Ä□A□[□'Ž® ,lfRfs□[/"\,è•t,~] ,đfift,É,μ,Ü,·□B

[^óüfvfCfrf...[] (lft@fCf<] f[]jff...[]]

Šefy[]fW,đ^óü,μ,½,Æ,«,ìCf[]fW,Å•\Ž!,μ,Ü,·B

**[fɛfLɪXfɔ fXf^fCf<,lfRfs[]]**

ftfHf“fg[]A[]F[]AfTfCfY,È,Ç,lfufufWfFfNfg,ì'@[]<,ðfRfs[][,μ,Û,·[]BfRfs[][,μ,½'@[]<,ð'¼,lfufufWfFfNfg,É[]Ý'è,  
·,é,É,í[]A[] (fɛfLɪXfɔ fXf^fCf<,l“K—p) ,ðfNfŠfbfN,μ,Û,·[]B,±,lfRf}f“fh,í[]AfXf%ofCfh^ê—•\n  
Ž,ì[]ê[]#[]A,Û,½,lfɛfLɪXfɔ,³l'ð,³,è,Ä,ç,È,ç[]ê[]#,É,ÍŽg—p,Å,«,Û,¹,ñ[]B,±  
,è,ç,ì'@[]<,í[]A•É,lfXf^fCf<,ðfRfs[][,μ,È,ç[]ÈÀ,è[]A[fɛfLɪXfɔ fXf^fCf<,l“K—p]  
,ðfNfŠfbfN,μ,Ä[]Ý'è,Å,«,Û,·[]B

**[fefLfXfg fXf^fCf<,ì“K—p]**



(fefLfXfg fXf^fCf<,ìfRfs[] Žg,Á,ÄfRfs[],μ,½'®□«,ð'ì'ð,μ,½fufWfFfNfg,É□Ý'è,μ,Û,·□B,±,ê,ç,ì'®□«,í□A•É,ì'®□«,ðfRfs[],μ,É,†CEÁ,è□A




(fefLfXfg fXf^fCf<,ì“K—p) ,ðfNfŠfbfN,μ,Ä□Ý'è,Ä,«,Û,·□B,±,ìfRf}f“fh-¼,ìfRfs[],μ,½'í□Û,É,æ,Á,Ä•í,í,è,Û,·□B



[<sup>3</sup>/<sub>4</sub>Žš] ([Ž®Ÿ'è] fc[f·fo[])

'l' ð, μ, ½ fefL fXfg, Æ[] Žš, É<sup>3</sup>/<sub>4</sub> Žš, ì[] Ž®, ð[] Ÿ'è, μ, Ü, ·[] B' l' ð, μ, ½ " í^ í, ÉŠù, É<sup>3</sup>/<sub>4</sub> Žš, a[] Ÿ'è, <sup>3</sup>, ê, Ä, ç, é[] é[] ‡, í[] A **B**  
. ðfNfŠfjfbfN, ·, é, Æ[] A<sup>3</sup>/<sub>4</sub> Žš, ì[] Ž®, a% ð[] œ, <sup>3</sup>, ê, Ü, ·[] B

**[Ží'ì] ([Ž®Ý'è] fc[f:fo[]]**

'l'đ,μ,½fefLfXfg,Æ[]Žš,ÉŽ'í,ì[]Ž®,đ[]Ý'è,μ,Ü,·[]B'l'đ,μ,½"í'í,ÉŠù,ÉŽ'í,ª[]Ý'è,³,ê,Ä,ç,é[]ê[]ž,í[]A   
.đfNfŠfbfN,·,é,Æ[]AŽ'í,ì[]Ž®,ª%đ[]œ,³,ê,Ü,·[]B

[%°ü] ([Ž®Ý'è] fc[f·fo[])

'I'δ,μ,½fefLjXfg,Æ[]Žš,É%°ü,ìŽ®,δÝ'è,μ,Ü,·B'I'δ,μ,½"íí,ÉŠù,É%°ü,ª^ø,©,è,Ä,ç,éê£,íA  
U,δfNfŠfbfN,·,é,ÆA%°ü,ìŽ®,ª%δœ,<sup>3</sup>,è,Ü,·B

**[C̣ṛü]**

'l'đ,μ,½fZf<,Ü,½,ÍfZf<"Í^Í,ÉC̣ṛü,đ'Ç%Á,μ,Ü,·B'¼'O,É'l'đ,μ,½Ží—  
p,ìC̣ṛü,đfZf<,Ü,½,ÍfZf<"Í^Í,ÉY'è,·,é,É,ÍAf{f^f",đfNfŠfbfN,μ,Ü,·B'¼,ìŽí—  
p,ìC̣ṛü,đŽw'è,·,é,É,ÍAf{f^f",ì%oj,É, ,é%°C̣ü,«-î^ó,đfNfŠfbfN,μAfpfC̣fbfg,ìC̣ṛü,ìŽí—  
p,đfNfŠfbfN,μ,Ü,·B

**[%°C€ü]**

'l'δ,μ,½"í^í,ì%°ÉAC€ü,δ'Ç%°Á,Ü,½,ííœ,μ,Ü,·B

**[”Z,ç-Ô,©,¬]**

'l'đ,μ,½fZf<,ÆfOf%ftfBfbfN flfufWfFfNfg,ÉA”Z,ç-  
Ô,©,¬fpf^[]f”,đÝ’è,μ,Û,·B,½,¾,μA~gü,É,ÍÝ’è,μ,Û,¹,ñB

[•ÒW<L†,ì•\Ž|/”ñ•\Ž|]

f^fu•¶ŽšA'i—Ž<L†A%B,μ•¶Žš,È,Ç,ì'Ž®Y'è,ì<L†,đ•\Ž|,μ,Û,·B

[[1'μ,;] ([[Ž@Ÿ'è] fc[[f·fo[[l)

'l'δ,μ,½fefLjXfgA''lA,Ü,½,í's"à,ÉŽû,Ü,éflufWfFfNfg,δ[[1'[,Å'μ,;A%oE'[,í•s'μ,ç,ì,Ü,Ü,É,μ,Ü,·B



**[%E'μ,;] ([Ž@Ÿ'è] fc[f·fo[])**

'I'δ,μ,½fefLjXfg[]A[]"IA,Ü,½,í[s"à,ÉŽù,Ü,élfufjWfFfNfg,δ%E'[,Å'μ,;[]A[]¶'[,Í•s'μ,ç,ì,Ü,Ü,É,μ,Ü,·[]B

['t%>'μ,;] ([ 'Ž@ 'Ý'è] fc [f:fo [l)

'l'δ,μ,½fefLjXfg A''lA,Ü,½,í's"à,ÉŽû,Ü,élfufWfFfNfg,δ't%>,É'μ,í,Ü,·B

[—¼'['μ,;] ([[]'Ž®[]Ý'è] fc[]f<fo[][])

Microsoft Word ,",æ,Ñ Microsoft PowerPoint ,Å,Í[]A'Í'ð,μ,½'i—Ž,ð[]A[]¶%E,ì'i—Ž  
—]""Ü,½,ÍfCf""fff"fgŠÔ'S'ì,É"z'u,μ,Ü,·[]B

Excel ,Å,Í[]A fZf<,ì"à—e,ðfZf<,ì•[]É[]‡,í,<sup>1</sup>,Ä[]Ü,è•Ô,·,æ,‡,É"z'u,μ,Ü,·[]B fZf<,ì[],<sup>3</sup>,<sup>2</sup>®<sup>3</sup>,ê[]A1  
,Ä,ìfZf<"à,ÉŽù,Ü,é,æ,‡,É,μ,Ü,·[]B

PowerPoint ,Å,Í[]A'Í'ð,μ,½fefl fXfg,ð[]¶%E—¼•ù,ì—]""É[]‡,í,<sup>1</sup>,Ä"z'u,μ,Ü,·[]B

[“ú•t,ì’}“ü] ([fwfbf\_[][,Æftfbf^>[]] fc[]f<fo[][])

Ž©“@“l,É[]X[]V,³,ê,é“ú•tftfB[]f<fh,ð’}“ü,μ[]Aftf@fCf<,ðŠj,ç,½,è^ó[]ü,μ,½,è,·,é,Æ,«,ÉE»[]Ý,ì“ú•t,ð•\  
Žl,μ,Ü,·[]B

[Žž, ì] “ü] ([fwfbf\_[] .Æftfbf^[] [] fc[] [f<fo[] [])


Ž © “ @ “ !, É X V, ³, è, é Žž [] ftB [] [f<fh, ð’} “ü, µ [] Aftf@fCf<, ðŠj, †, ½, è ^ ó [] ü, µ, ½, è, ·, é, Æ, «, É CE » [] Ý, ì Žž [], ð • \  
Ž !, µ, Ü, · [] B

[fy[fW"Ôt] ([']"ü] fffj...[])


fy[fW,đ'Ç%Á,Ü,½,Ííœ,·,é,Æ,«,ÉAZ©"®"l,ÉXV,³,é,éfy[fW"Ôt,đ'}"ü,μ,Ü,·B

**[CE³,É-β,·] ([•ÒW] fffj...l)**

'¼'O,ÉŽÀs,μ,½fRf}f“fh,ðŽæ,èÁ,μ,½,èA'¼'O,É“ü—Í,μ,½€-

Ú,ðíœ,μ,Ü,·B·i“,ì€ì,ð^ê“x,ÉŽæ,èÁ,·,É,íA ,ì%oì,É, ,é%°CEü,«-î^ó,ðfNfŠfbfN,μACE³,É-β,·€ì,ðfNfŠfbfN,μ,Ü,·B'¼'O,ÉŽÀs,μ,½€ì,ðCE³,É-β,¹,È,çèè‡,íA fRf}f“fh-¼,ª [CE³,É-β,¹,Ü,¹,ñ],É·ī,í,è,Ü,·B

[,â,è'¼,μ]

[Ā,É-β,·] ,ÅŽæ,è□Á,μ,½'€□ì,ðĀ³,É-β,μ,Ü,·□BŽæ,è□Á,μ,½•;□",ì'€□ì,ð^ê"x,ÉĀ³,É-β,·,É,í□A  ,ì%  
j,É, ,é%°Āü,«-î^ó,ðfNfŠfbfN,μ□A-Ú"l,ì'€□ì,ðfNfŠfbfN,μ,Ü,·□B



【'¼ü】

□\Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, É'¼ü, ð•`%œ, μ, Ü, ·□BŽn“\_ , ©, ç 15  
“x, ìŠp“x, É, È, é, æ, æ, É'¼ü, ð•`%œ, , é, É, Í□A**Shift** fL□[, ð%ÿ, μ, È, ¢, çfhf%ofbfO, μ, Ü, ·□B

## [ŽiŠpĚ`]

□̀<Æ'†,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,ÉŽiŠpĚ` ,đ•`%œ,μ,Ü,·□B□³•ûĚ` ,đ•`  
%œ,·,é,É,Í□**Shift** fL□[,đ%ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·□B

[fCfxf<ã,°]

'l'δ,μ,½'i—Ž,ì©□o,μfCfxf<,đ 1 ,Âã,°A□¶•ûCü,É^Ú"®,μ,Û,·□B

[fCfxf<%o°,°]

'l'δ,μ,½'i—Ž,ì©□o,μfCfxf<,đ 1 ,Â%o°,°□A%oE•ûCü,É^Ú“®,μ,Û,·□B

[ñá^ú"®]

'l'δ,μ,½'i—Ž,Æ,»,ì%°^Ê,É, ,éü,è,½,½,ü,ê,½ (^èŽž"l,É"ñ•\Žl,É,<sup>3</sup>,é,½) fefLfXfg,ðA•\Žl,<sup>3</sup>,é,Ä,ç,é'O,ì'i  
—Ž,ìñä,É^ú"®,μ,ü,·B

**[%º^Ú“®]**

'l'đ,μ,½'i—Ž,Æ,»,ì%º^Ê,É, ,é□Ü,è,½,½,Ü,ê,½ (^èŽž“l,É”ñ•\Žl,É,<sup>3</sup>,è,½) fefLfXfg,đ□A•\Žl,<sup>3</sup>,é,Ä,č  
,éŽŸ,ìi—Ž,ì%º,É^Ú“® ,μ,Ü,·□B

[•W□€•ŕŽš—ñ]

'l'đ,μ,½€©□o,μ,đ-{'ŕ,É•Ī□X,μ□A•W□€fXf^fCf<,đ□Ý'è,μ,Ü,·□B

**[“WŠJ]**

Word ,Å, íA' l' ð, µ, ½CE © □ o, µ, ì%º^ Ê, É, , é □ Ü, è, ½, ½, Ü, è, ½CE © □ o, µ, Æ, » , ì - { • ¶, ð □ A ^ ê “ x, É 1 fCEfxf< , , Å • \  
Ž, µ, Ü, · □ B PowerPoint , Å, íA' l' ð, µ, ½fXf%ofCfh, ìf ^ fCfjf< , Æ, · , x, Ä, ì □ Ü, è, ½, ½, Ü, è, ½fefLfXfg, ð • \  
Ž, µ, Ü, · □ B



[Ü,è,½,½,Ý]

Word ,Å,ÍA'I'ð,μ,½©o,μ,ì- {•¶,Æ%º^Ê©o,μ,ðA^ê"x,É 1 fÆfxf<,„,Å"ñ•\  
Ž!,É,μ,Ü,·B PowerPoint ,Å,ÍA'I'ð,μ,½fXf%ofCfh,ÉŠÜ,Ü,é,é^fCfjf<^ÈŠO,ì,·, x,Ä,ì"à—e,ð"ñ•\  
Ž!,É,μ,Ü,·BÜ,è,½,½,Ü,è,½fefLfXfg,ìAŠD F,ìü,Å•\,³,é,Ü,·B

## [fefLfxfg f{fbfNfx}]

□\<Æ't, ìfEfBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ìfhf%°fbfO, μ, ½^Ê'u, É□AfefLfxfg f{fbfNfx, ð□ì□¬, μ, Ü, ·□BfefLfxfg  
f{fbfNfx, ðŽg—p, μ, Ä□Af^fCfjf<, â□□, «□o, μ, È, Ç, ìfefLfxfg, ð□A□}, âfOj%°ftfBfbfNfx, É'Ç%°Á, μ, Ü, ·□B

[ftf@fcf·CEŸõ]

“ü—í,μ,½CEŸõõðCE,ÉŠî,Ã,ç,ÄAftf@fcf<,ðCEŸõõ,μ,Ü,·B

**[Œÿö] ([•òw] fffj...l)**

̀<Æ't, ìfhfLf...f"fg, ÅAžw'è, μ, ½fefLfXfg, Ü, ½, í'Ž®, ðŒÿö, μ, Ü, ·B

**[Microsoft Excel f...[fNfV...[fg,ì}'"ü]**


V,μ,ç Excel f...[fNfV...[fg,δAf][\f<,ì, ,é^Ê'u,É}'ü,μ,Û,·Bfhf%ofbfO,μ,Äs",Æ—ñ",δ'1'δ,μ,Û,·B

[%üfy [fW] (['] "ü] f fjf... [l]

fy [fW <æ & Ø, è, ð Af] [f < , ì, , é ^ Ê ' u, É ' } " ü, μ, Ü, · B

**[f][g][h] ([Ž] f...)**

ìÆ't,ìftf@fCf<,ì"à—

e,đ•í,μ,Ä,©,çAZ©"®"I,ÉŽ,đftf@fCf<,ÉÝ'è,μ,Ü,·Bf[f][g][h],đŽÀs,·,é'O,ÉŽ©"®"I,ÉÝ  
'è,³,é,éŽ,đ•ïX,·,éé#,íA ,đfNfŠfbfN,·,é,ì,Å,Í,È,A[Ž] f... [f][g][h],đŽg—  
p,μ,Ü,·B

**[äErü]**

'l'ð,µ,½fefLjXfgA'i—ŽAfZf<A},È,Ç,lfufWfFfNfg,ìã,ÉACErü,ð'Ç%Á,Ü,½,ííœ,µ,Ü,·B



**[%°CERü]**

'l'đ,μ,½fefLjXfgA'i—ŽAfZf<A},È,Ç,lfufWfFfNfg,ì%°,ÉACERü,đ'Ç%°Á,Ü,½,Ííœ,μ,Ü,·B

[A] [Er] [ü]

'I' ð, μ, ½ f e f l f X f g [A] 'i — Ž [A] f Z f < [A] }, È, Ç, ì f f u f W f F f N f g, Ì [A] ' [ , É [A] C Er [ü], ð' Ç % Á, Ü, ½, Í [A] [œ], μ, Ü, · [B]

**[%oEeRü]**

'l'đ,μ,½fefLjXfgA'i—ŽAfZf<A},È,Ç,lfufWfFfNfg,ì%oE'[,ÉACErü,đ'Ç%oÁ,Ü,½,Ííœ,μ,Ü,·B

**[<<ŠEü]**

'l'đ,μ,½'i—Ž,Ü,½,íZf<,ìŠÔ,ÉA<<ŠEü,đ'Ç%oÁ,Ü,½,ííœ,μ,Ü,·B,±  
,ìfRf}}f"fh,íA'l'đ,μ,½"í^í,şfefLjXfg,ìé#A,Ü,½,í 1 'i—Ž,¾,¯,ìé#,í-³Eø,Å,·B

[CERü, İNfŞfA]A[~g, È, µ]

'l'δ, µ, ½fefLjXfgA'i—Z AfZf<A}, È, Ç, İfufWfFfNfg, ©, çCERü, δíœ, µ, Ü, ·B


['È%~]

□ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½ ^ Ê' u, É' È%~ , ð• ` %œ, μ, Ü, · □B%~ , ð• ` %œ, · , é, É, Í □ **A Shift** fL □ [ , ð%ÿ, μ, È, ª, çfhf%ofbfO, μ, Ü, · □B

【%oo~CEÊ】

□ì<Æ't, ìfEfBf''fhfE, ÅfNfŠfbfN, Ü, ½, ífhf%oofbfO, μ, ½^Ê'u, É%oo~CEÊ, ð•`  
%ooæ, μ, Ü, ·□B□³•ûCE` , ì't, ÊŽù, Ü, éCE` , ì%oo~CEÊ, ð•` %ooæ, ·, é, Ê, í□A**Shift** fL□[, ð%ooÿ, μ, Ê, ð, çfhf  
%oofbfO, μ, Ü, ·□B


[æ“a,lfR[fh]

æ“a,lfR[fh,î•ñ,a,μž,ÝtfB[f<fh,É,μž,Û,ê,½fCf“•¶‘,ð•\Ž!,μ,Û,·BWord ,Å,íA 

(,μž,ñ,¼ff[f^,ì•\Ž!) ,a%oŸ,³,ê,½ê†,É,¼, A,μž,Ýff[f^,a•\Ž!,³,ê,Û,·B




# ['O,lfCFR[fh]


1 ,Â'O,lf[f^ fCFR[fh,îî•ñ,ª·,µž,ÝftfB[f<fh,É·,µž,Ü,ê,½f[fCf“•¶'•ð•\Ž!,µ,Ü,·BWord ,Å,ÍA 

(·,µž,ñ,¾ff[f^,ì•\Ž!) ,ª%Ÿ,³,ê,½ê±,É,¾, A·,µž,Ýff[f^,ª•\Ž!,³,ê,Ü,·B

**[ŽŸ, ěřfR[fh]**

1 ,ĀĒă, ěřf[f^ fĒfR[fh, ěřf•ň, ěřf, ěřfž, ŸřřfB[f:fh, ěřf, ěřfž, Ÿ, ě, ½řřfCf“•řřf, đ•\Ź|, řřf, ŸřřfBWord , Ā, ěřfA  
 (řřf, ěřfž, řřf, ¾řřf[f^, ěřf\Ź|) , ěřf%Ÿ, ¾, ě, ½řřfěřf, ěřf, ¾, řřfAřřf, ěřfž, Ÿřřf[f^, ěřf\Ź|, ¾, ě, Ÿřřf, ŸřřfB

**[ÅĀě, ĭfĀR[fh]**

ÅĀě, ĭfĀR[fh, ĭĭ•ň, Ā, μž, ŸftfB[f:fh, É, μž, Ü, ê, ½fĀCf“•Ā, đ•\Ž, μ, Ü, ĀBWord, Å, ĀA 

(, μž, ħ, ¼ffĀf^, ĩ•\Ž) , Ā%Ÿ, ³, ê, ½ĀêĀ, É, ¼, ĀA, μž, ŸffĀf^, Ā•\Ž, ³, ê, Ü, ĀB

[•,μž,Ÿ^óüftfB[f<fh,ì'}“ü]

'l'đ,μ,½ff[f^ ftf@fCf<,©,ç'}“ü,³,é,éî•ň,đŽ•Ê,·,éŽwŽ! (ftfB[f<fh) ,đ'}“ü,μ,Ü,·B

[V·K·Ń, Ö, μž, Ý]

·, μž, Ý^óü, đŽÀs, μAŽÀsE<%oÊ, đ 1 , Â, ìV<K·Ń', Éo—Í, μ, Ü, ·B

[f v f Š f “ f ^ , É · , μ ž , Ý ]

· , μ ž , Ý ^ ó ü , ð Ž À s , μ A Ž À s Ç < % ° Ê , ð ^ ó ü , μ , Ü , · B

**[fGf%o[ ,išm”F]**

f[]fCf”•¶[] ,Ü,½,Íff[]f^ ftf@fCf<,Å”[]¶,μ,½[]A[]·,μ[]ž,Ý^ó[]ü,đ-W,°,éfGf  
%o[][,đ•ň[]μ,Ü,·[]B[]·,μ[]ž,Ý^ó[]ü,đŽÀ[]s,·,é’O,É[]AfGf%o[][,đ[]C•æ,Å,«,Ü,·[]B

**[ff][f^ ftf@fcf<,i•òw]**

[ff][f^ ftfH[f€] f\_fCfAfO f{fbfNfX,đš},«,Ü,·B,±,ìf\_fCfAfO f{fbfNfX,đžg—  
p,μ,ÄA,μž,Ý^óü,ìff[f^,đ^è"x,É 1 ,Â, ,Â•\Ž!,",æ,Ñ•òw,·,é,±,Æ,ª,Â,«,Ü,·B



[◻, μ◻ž, ñ, ¼ff◻[f^, ì•\Ž!]

'l'δ, μ, ½ff◻[f^ fCefR◻[fh, ì◻î•ñ, ◻, μ◻ž, Ü, é, ½f◻fCf"•¶◻', δ•\Ž!, μ, Ü, ◻B"Á'è, ìfCefR◻[fh, δ•\Ž!, ◻, é, É, ì◻A[fCefR◻[fh, ÖfWffff"fv] f{fbfNfX, ÉfCefR◻[fh"Ô◻t, δ"ü—í, ◻, é, ©◻A, Ü, ½, í ◻◻  
(◻æ"ª, ìfCefR◻[fh)◻A

◻◻ ('O, ìfCefR◻[fh)◻A

◻◻ (ŽŸ, ìfCefR◻[fh)◻A

◻◻ (◻ÅCëä, ìfCefR◻[fh) , ì, ç, , , é, ©, ðfNfŠfbfN, μ, Ä◻Aff◻[f^ fCefR◻[fh, δCÿ◻ø, μ, Ü, ◻B

[fOf<[fv%oo»]

'l'đ,μ,½•i□",lfufWfFfNfg,đ 1 ,Â,lfufWfFfNfg,É,Ü,Æ,ß□A1  
,Â,lfOf<[fv,Æ,μ,Â^U"®,Ü,½,í•İ□X,Â,«,é,æ,α,É,μ,Ü,·□B

[fOf<[fv%oδœ]

fOf<[fv%o»‚μ‚½fJufWfFfNfg‚đĈĎ•Ď‚ĭfJufWfFfNfg‚É•ª%ođ‚μACEĎ•Ď‚É^Ú“ ©‚Û‚½‚Í•İX‚Å‚«‚é‚æ‚x  
,É‚μ‚Û‚B

["Å'Ö-Ê,Ö^Ú"@] ([{}CE`,i'²@] - [{"#~] fTfufffj...[])

• i", ðfufWfFfNfg, d, È, Á, Ä, ç, éê#ÉA'I'ð, µ, ½fufWfFfNfg, ðÅ'Ö-Ê, Ö^Ú"@, µ, Ü, ·B

["Å" w-Ê, Ö^Ú" ®] ([ ] } Ç ` , i'² [ ® ] - [ [ † [ ~ ] ] fTfuf [ fjf... [ [ ]

• i [ " , ì f f u f W f F f N f g , º d , È , Á , Ä , ç , é [ ê [ † , É [ A ' l ' ð , µ , ½ f f u f W f F f N f g , ð [ Å " w-Ê , Ö ^ Ú " ® , µ , Û , · [ B

[fɛfLɪXfg,ì'O-Ê,Ö^Ú"®] ([[]}Ĉ` ,ì'²[]®] - [[]#[]~] fTfuf[]ffj...[]()

'l'đ,μ,½•`%œfɪfufWfFfNfg,đfɛfLɪXfg,ì'O-Ê,Ö^Ú"®,μ,Û,·[]B

[fɛfLɪXfɔg, ð" w-Ê, Ö^Ú" ®] ([ ] } Ɛ` , ð² [ ] - [ ] † [ ] fTfuf [ ] jf... [ ] )

'l' ð, µ, ½ • ` % œ fɪ fuf W f F j N f g, ð f ɛ f L f X f g, ð" w-Ê, Ö^Ú" ®, µ, Ü, · [ ] B

**[‘O-Ê,Ö^Ú“®] ([{}CE`,ì²®] - [{}#~] fTfufffj...[])**


d,È,è,Á,Ä,ç,élfufWfFfNfg,ì't,ÅA'ì'ð,μ,½lfufWfFfNfg,Ü,½,ÍOf<[fv%o»»,μ,½lfufWfFfNfg,ð 1 ,Â'O-Ê,É^Ú“®,μ,Ü,·B



["w-Ê,Ö^Ú"®] ([[]}CE`,ì²[]®] - [[]#[]~] fTfuf[]fjf...[]l)

[]d,È,è[]#,Á,Ä,ç,élfufWfFfNfg,ì't,Å[]A'ì'ð,μ,½flfufWfFfNfg,Ü,½,ÍOf<[]fv%o»,μ,½flfufWfFfNfg,ð 1 ,Â"w-Ê,É^Ú"®,μ,Ü,·[]B

[fY][f€]

^óüfvfCEfrf...[.ÅfhfLf...f[]fg,đŠg'â•\Ži,μA“Ç,Ý,â,.,μ,Ü,·B  ,đfNfŠfbfN,μAf}fEfX fl  
fCf“f^,ªŽŠá<¾,ìCE`É•í,í,Á,½,ç[]AfhfLf...  
f[]fg,đfNfŠfbfN,μ,ÄŠg'â,Ü,½,í[]k[]-,μ,Ü,·Bfy[]fW,đŠg'â,μ,Ä,àA^óüfTfCfY,É,í%e<¿,ª, ,è,Ü,¹,ň[]B

**[1 fy [fW • a^3 k]**

“à—e, s” “ü—í, 3, ê, Ä, ç, é, 3/4, -, ì, ÿ [fW, ð' ¼, ì, ÿ [fW, É' g, Ý ž, ñ, Å AfhJLf...  
f [fg' S' ì, ì, ÿ [fW”, ðCE, , ç, µ, Ü, · B

[‘S%œ-Ê•\Ž;]

,Ù,Æ,ñ,Ç,ì%œ-Ê□□¬—v‘f,ð”ñ•\Ž|,É,μ,Ä□AfhfLf...f□f“fg,ð,Å,«,é☐À,è□L,•\Ž|,μ,Û,·□B¼‘O,ì\Ž|f,□[fh,É-β,·,É,í□AEsc fL□[,ð%öÿ,μ,Û,·□B


f<[f%o[] ([•\Ž:] f[]fjf...[])

f<[f%o[],ì•\Ž|,Æ"ñ•\Ž|,ð[]Ø,è'Ö,|,Ü,·[]Bf<[f%o[],ðŽg—p,·,é,Æ[]AflfufWfFfNfg,ì"z'u[]A,Ü,½,í'i—  
Ž,lfCj"fff"fg,â[]¶%oE,ì—]"',È,Ç,ÌŠÔŠu,ÉŠÖ,·,é[]Ý'è,ð•ï[]X,Å,«,Ü,·[]B

**[ŠpŠŮŽIŠpĚ`]**

□̀<Æ'†, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, É□AŽI<÷, ŠŮ, Ý, ð, ", Ñ, Ä, ç  
, éŽIŠpĚ`, ð□□-, μ, Ü, ·□B□³•úĚ` , ð□□-, , é, É, Í□A**Shift** fL□[, ð%Ÿ, μ, È, ª, çfhf%ofbfO, μ, Ü, ·□B

**[fTfEf“fh flfufWfFfNfg,ì’}“ü]**

%<sup>1</sup>□<sup>0</sup>,ìfRf□f“fg,ðfj□[fV<,ì, ,é^Ê’u,É<L~^,μ,Ü,·□B ,ðfNfŠfbfN,μ□Afrf□f“fg,ð~^%<sup>1</sup>,μ,Ü,·□B  
%<sup>1</sup>□<sup>0</sup>,ìfRf□f“fg,ð~^%<sup>1</sup>,·,é,É,í□Af}fCfNf□ftfHf“,<sup>a</sup>•K—v,Å,·□B%<sup>1</sup>□<sup>0</sup>,ìfRf□f“fg,ð□Ä□¶,·,é,É,í□A,“Žg,¢  
,ìfRf“fsf...□[f^,ÉfTfEf“fh f{□[fh,<sup>a</sup>g,Ý□ž,Ü,é,Ä,¢,é•K—v,<sup>a</sup>, ,è,Ü,·□B

**[fufufWfFfNfg,ì'ì'ð]**

f|fCf" f^, ð'ì'ð-î^ó, É•ï X, μ, Ü, · B'ì'ð-î^ó, ðŽg—

p, μ, Ä A A i < Æ ' t, ì E f B f " f h f E, Å f l f u f W f F f N f g, ð ' ð, Å, «, Ü, · B ' P ^ è, ì f l f u f W f F f N f g, ð ' ð, ·, é, É, í A -  
î^ó, Å f l f u f W f F f N f g, ð f N f Š f b f N, μ, Ü, · B 1

, Å, Ü, ½, í • ; □", ì f l f u f W f F f N f g, ð ' ð, ·, é, É, í A ' ð, ·, é f l f u f W f F f N f g, ·, x, Ä, ð ^ í, p, æ, x, É - î ^ ó, ð f h f % o f b f O, μ, Ü, · B



[fĉfR[fh,ĭĉŸō]

Žw'è,μ,½ff[f^ fĉfR[fh,đA'I'đ,μ,½ftfB[f<fh"à,ĀĉŸō,μ,Û,·B

[V, μ, cf] fNf, l<L~^]


^ê~A, i'ε, ðf} fNf, /E, μ, Ä<L~^, μ, Ü, ·Bf} fNf, /E, μ, Ä<L~^, ·, é, /E ACEã, Å ÄŽÀs, ·, é, ±, /E, Å, «, Ü, ·B

[<L~^,ì^èžž'âž~]□A[f}fNf□<L~^,ì□ÄŠJ]

f}fNf□,ì<L~^,ð+'f,Ü,½,í□ÄŠJ,μ,Ü,·□B<L~^,â+'f,³,è,Ä,ç,éŠÔ,É□s,Á,½'€□í,í□Af}fNf□,É<L~^,³,è,Ü,¹,ñ□B

## [f}fNf[]

[f}fNf[] f\_fCfAf[]fO f{fbfNfX,đŠ},«,Ü,·□B,±,lf\_fCfAf[]fO f{fbfNfX,đŽg—

p,μ,Ä□Af}fNf[],đŽÀ□s□A•Ò□W□A,Ü,½,Í□í□œ,Å,«,Ü,·□B^ê~A,ì'€□ì,đf}fNf[],Æ,μ,Ä<L~^,·,é,É,Í□A 

(□V,μ,cf}fNf[],ì<L~^),đŽg—p,μ,Ü,·□Bf}fNf[],đ<L□q,·,é,É,Í□A



(Visual Basic Editor) ,đfNfŠfbfN,μ,Ü,·□B

## [fgfCE][fx]

Visual Basic fvfvV[fWfff,Å,ÍA,±,lf{f^f“,ðfNfŠfbfN,·,é,ÆAVisual Basic ,ª’t’ff,□[fh,É,È,è□AfffofbfO  
fEfBf“fhfE,ªŠJ,«,Ü,·□BExcel 4.0 ,lf}fNf□,Å,ÍA,±,lf{f^f“,ðfNfŠfbfN,·,é,ÆACE»Ý’I’ð,ª,è,Ä,¢  
,éf}fNf□,ªA□ì<Æ’t,lfZf<,©,çŽn,Ü,Á,Ä^è“x,É 1 ,Á,lfZf<, ,ÄŽA□s,ª,è,Ü,·□B

## [fXfefbfv fCf"]

□ì<Æ't, ì Visual Basic fvfv□V□[fWff, Å□AŽ!ŠpCE` , ì~g, Å^í, Ü, è, Ä, ç, éŽŸ, ìŽÀ□s%oÅ"\  
, ÈfR□[fh□s, ðŽÀ□s, μ, Ü, ·□B^¼, ì Visual Basic fvfv□V□[fWff, ðCEÄ, Ñ□o, ð, è, Ä, ç, é□é□#, Í□A, »), ì"à•", ð 1  
□s, , ÅŽÀ□s, μ, Ü, ·□BCEÄ, Ñ□o, ð, è, ½fvfv□V□[fWff, ðŠÜ, Ü, è, Ä, ç, éf, fWf...□[f<, ð"ñ•\Ž!, É, È, Á, Ä, ç  
, é□é□#□A[fXfefbfv fCf"] f{f^f", ì"®□ì, Í [fXfefbfv fl□[fo□[] f{f^f", ì"®□ì, Æ"- , ¶, É, È, è, Ü, ·□B

## [Cep'±ŽÄs]

CE»Ÿ,ì“@ì,©,ç})fNf,đCep'±,μ,Ü,·B,±,lf{f^f“,íAVisual Basic ,a't'ff,[]fh,ìê#A,Ü,½,Í Excel 4.0  
,lf})fNf,a^êŽž'âŽ~<sup>3</sup>,ê,Ä,ç,éêê#,È,ÇAf{f^f“,a%Ÿ<sup>3</sup>,ê,½ó'Ô,Â•\Ž!<sup>3</sup>,ê,Ä,ç,éêê#,É,<sup>3</sup>/<sub>4</sub>,~Žg—  
p,Ä,«,Ü,·B

[f\_fCfAf\_fO fGfffBf^]

f\_fCfAf\_fO fGfffBf^,đŽÀs,·,é,©A,Ü,½,Íf\_fCfAf\_fO fGfffBf^,ÉØ,è'Ö,ı,Ü,·B



## [fRf"fg fufbfN]

f}fNf•òWfEfBf"fhfE,ì'đ,μ,½s,ìæ"ª,ÉAfVf"fOf:fNfH[fefVf#f" ('),đ'Ç  
%oÁ,μ,Ü,·Bf}fNf,ìŽÀsŽž,ÉAfVf"fOf:fNfH[fefVf#f" ('), ĀŽn,Ü,é□s,í-³Ž<³,ê,Ü,·□B

**[fRf}f“fh,δ<L~^]**

'l'δ,μ,½žŸ,lfRf}f“fh,δ<L~^,μ,Ü,·B'î%ž,·,é WordBasic ,l-½—β,ªA□ì<Æ't,lf}fNf□•Ò□WfEfBf“fhfE,lfj□[f\ f<Ê'u,É'}“ü,³,é,Ü,·B

## [fXfefbfv f![]fo[]]

□ì<Æ't, ì Visual Basic fvf[]V[]fWff, Å[]AŽ!ŠpCE` , ì~g, Å^í, Ü, ê, Ä, ç, éŽÿ, ìŽÀ[]s%oÅ"\  
, ÈfR[]f[]h[]s, ðŽÀ[]s, μ, Ü, ·□B^¼, ì Visual Basic fvf[]V[]fWff, ðCEÄ, Ñ[]o, ð, ê, Ä, ç  
, é[]ê[]±, í[]A, » , ìf[]v[]f[]V[]fWff'S'ì, ð, Ü, Æ, ß, ÄŽÀ[]s, μ, Ü, ·□B, ±, ìf{f^f", í[]A't'ff, []f[]h, ì, Æ, «, É, ¾, ~Žg—  
p, Ä, «, Ü, ·□B

**[□¶%E"½"]**

'l'đ,μ,½•`%æflfufWfFfNfg,ì¶¶%E,đ"½"] ,μ,Ü,·□B'l'đ,μ,½flfufWfFfNfg,â } ,â OLE flfufWfFfNfg,È,Ç,ì  
%oň"] ,Å,«,È,çflfufWfFfNfg,ìê±□A,±,lfRf}f"fh,íŽg—p,Å,«,Ü,<sup>1</sup>,ň□B

**[[]ã%ºº”½“[]]**

'l'ð,µ,½•`%ººæflfufWfFfNfg,Ü,½,ÍfOf<[]fv,ì[]ã%ºº,ð”½“[],µ,Ü,·[]B'l'ð,µ,½flfufWfFfNfg,º[]},â OLE  
flfufWfFfNfg,È,Ç,ì%ººñ“[],Å,«,È,çflfufWfFfNfg,ì[]ê[]#[]A,±,lfRf}f“fh,ÍŽg—p,Å,«,Ü,¹,ñ[]B

**[%E 90 "x%ñ"]**

'I'δ,μ,½•`%æfufWfFfNfg,δ%E,É 90 "x%ñ"],³,¹,Ü,·B'I'δ,μ,½fufWfFfNfg,²},â OLE  
fufWfFfNfg,È,Ç,ì%ñ"],Å,«,È,çfufWfFfNfg,ìê#A,±,lfRf}f"fh,ÍŽ—p,Å,«,Ü,¹,ñB

**[¶ 90 "x%ñ"]**

'I'δ,μ,½•`%æfufWfFfNfg,δ¶,É 90 "x%ñ"],³,¹,Ü,·B'I'δ,μ,½fufWfFfNfg,²},â OLE  
fufWfFfNfg,È,Ç,ì%ñ"],Å,«,È,çfufWfFfNfg,ìé¶A,±,lfRf}f"fh,ÍŽ—p,Å,«,Ü,¹,ñB





**[ftfŠ][ftfH][f€]**

<Èü,Æ¼ü,ì¼û,ðŽg,Á,ÄflufWfFfNfg,ðñ¬,μ,Û,·BftfŠ[fnf“fh,ì}CE`,ð•`,,É,ÍAfhf  
%ofbfO,μ,Û,·B¼ü,ð•`,,É,ÍAf}fEfX,ðfNfŠfbfN,μ,Ä^Ú“©,μ,Û,·B}CE`,ðŠj,ç,½CE`,ì,Û,Û—  
¹,·,é,É,ÍAŽn“\_Æ“\_ì,ç  
,,ê,©,ì“\_Äf\_fuf<fNfŠfbfN,μ,Û,·B}CE`,ð•Â,¶,½CE`,É,·,é,É,ÍAŽn“\_•t:ß,ðfNfŠfbfN,μ,Û,·B

【□□,«□○,μ】

□̀<Æ'†,ìfEfBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%°fbfO,μ,½^Ê'u,É□□,«□○,μ,ð•`%°æ,μ,Ü,·□B

**[Magnified f]**

fRf}f“fh□Af}fNf□□A,Ü,½,í'èCE^<â,đŠ,,,è“-,Ä,é,±,Æ,ª,Å,«,é□Aft□[fU□[□Ý'è,ìf{f^f“ fCf□□[fw,Å,·□B

**[CERÜ]**

'I'δ,μ,½fZf<,Ü,½,ÍfZf<"Í^Í,ÉACERÜ,δ'Ç%Á,μ,Ü,·B

'¼'O,É'I'δ,μ,½CERÜ,δfZf<,Ü,½,ÍfZf<"Í^Í,ÉY'è,·,é,É,ÍA,δfNfŠfbfN,μ,Ü,·B•Ê,ÌŽí—  
p,ìCERÜ,δŽw'è,·,é,É,ÍAf{f^f",ì%ö,É, ,é%°CÜ,«-î^ó,δfNfŠfbfN,μAfpfCfbfg, ©,çCERÜ,ÌŽí—  
p,δ'I'δ,μ,Ü,·B

[ ] } CE ` • ` % o o æ ]

[ ] } CE ` • ` % o o æ ] f c [ [ f < f o [ [ , ì • \ Ž | , Æ " ñ • \ Ž | , ð [ Ø , è ' Ö , ! , Ü , • [ B

['èŒ^<â]

'èŒ^<â,ð“o~^,Û,½,í}“ü,μ,Û,·□B

[',“\_„ì•òw] ([ ]}cè` ,ì²@] fffj... [ ]

’,“\_„ð•žì,μA’ìð,μ,½ftfš[ftfH[f€,ì•`%æfufWfFfNfg,ìcè` ,ü,½,íkÈü,ð•ïX,Å,« ,é,æ,æ,æ  
,É,μ,Ü,·Bftfš[ftfH[f€,ìcè` ,ð•ïX,·,é,É,íAftfš[ftfH[f€,ì—Öšs,ðcè` □¬,μ,Ä,ç,é,ç, , ,è,© ,ì’ ,“ \_„ðfhf  
%ofbfO,μ,Ü,·Bftfš[ftfH[f€,É’ ,“ \_„ð’ç%oÁ,·,é,É,íA’ ,“ \_„ð’ç%oÁ,·,é^É’u,ðfNfšfbfN,μAfhf  
%ofbfO,μ,Ü,·B’ ,“ \_„ðííœ,·,é,É,íA**Ctrl** fL[ ,ð%oÿ,μ,È,³,çííœ,·,é’ ,“ \_„ðfNfšfbfN,μ,Ü,·B

[^ø,«□o,μ□üfjfVf†f“]

'l'δ,μ,½^ø,«□o,μ□ü,É□'Ž®,đ□Ý'è,μ,Ü,·□B



[. ,À•À, x'Ö, ;]

fj [fj<, ì, , é—ñ, ð—~—p, μ, ÄA' ð, μ, ½€-

Ú, ðAfAf<ftf@fxfbf g#A" 'l, ì¬, ³, ç#A, Ü, ½, í"ú•t, ìCEÃ, ç#É•À, x'Ö, ì, Ü, ·B^È'O, É•Ê, ì•À, x'Ö, ì, ìfjvfV  
f#f", ðY'è, μ, ½é# , ìA, » , ê, ç, ìfjvfVf#f", ¢—LCEø, Å, ·B

[~•À,×'Ö,;]

fj[f<,ì, ,é—ñ,δ—~—p,μ,ÄA'!δ,μ,½€-

Ú,δAfA<ftf@fxfbfg,ì<t#A''!l,ì'â,«,ç#A,Ü,½,Í"ú•t,ìV,μ,ç#É•À,×'Ö,;,Ü,·B^È'O,É•Ê,ì•À,×'Ö,;,jff  
vfVf#f",δÝ'è,μ,½ê#íA,»,ê,ç,ì!fvfVf#f",<sup>a</sup>—LCEø,Â,·B

## [ffUfCf“ f, [fh]

ftfH [f€, ]ffUfCf“ f, [fh, É Ø, è, Ò, Ì, Ü, ·BffUfCf“ f, [fh, Å, ÍA [fRf“ fgf [f< fc [f<f {fbfNfX] , Ì ActiveX  
fc [f<, ðŽg—p, μ, ÄAftfH [f€, ð•ÒW, Ü, ½, Íi Ì¬, Å, «, Ü, ·B, ±, Ìf {f^f“ , ÍAftfH [f€, ðffUfCf“ f, [fh, Å·\  
Ž, μ, Ä, ç, éèè‡, É, Í [ffUfCf“ f, [fh, ]i—¹] , É•ì, í, è, Ü, ·B

[fCfR[fh'Ç%oÁ]

□V,μ,çfCfR[fh—p,ì<ó”’,ìftfH[f€,ð□Afe□[fuf<,ì--”ö,É’}“ü,μ,Ü,·□B

[fɛfR[fh,ìíœ]

f[f<,a'u,©,ê,Ä,ç,éɛfR[fh,ðíœ,μ,Û,·B

## [ftfB][f<fh,ìXV]

'l'δ,μ,½ff[f^fx[fX ftfB[f<fh,ìfCFR[fh,δXV,μ,Ü,·B,±,ìf{f^f",íA[ff[f^,ì}'ü] f\_fCfAf\_fO  
f{fbfNfX,ì [ftfB][f<fh,Æ,μ,Ä'}"ü,·,é] f`fFfbfN f{fbfNfX,ðfif",É,μ,½è#É,¾, ~Žg—p,Å,«,Ü,·B

[ff[f^fx[fX'}"ü]

ff[f^fx[fX,a'¼,}ff[f^ ftf@fCf<,ìî•ñ,ðAfhfLf...f[f"fg,É•\,Æ,µ,Ä'}"ü,µ,Ü,·B

[fOfŠfbfh] ([[]}œ` ,i'²[]@] f[]ffj...[]l)

• ` %œfufWfFfNfg,đŠÈ'P,É"z'u,·,é,½,ß,ì[]AfOfŠfbfh,ìfjvfVf#f",đ[]Ý'è,μ,Ü,·[]B



[ ] , i [ ] - ]

[ ] , ð [ ] - , , é , ½ , ß , ì • Ê , ì f E f B f " f h f E , ð Š j , « , Ü , • B , Ü , ½ [ A [ ] } C E ` • ` % œ ] f c [ [ f < f o [ [ , ð • \ Ž | , μ , Ü , • B [ ] } , ì • Ò [ W , ð [ | , í , Á , ½ , ç [ A [ ] } , ð • Â , ¶ , é ] , ð f N f Š f b f N , μ , Ä Word • ¶ [ ' , É - ß , è , Ü , • B

**[fGfffBfbfg f{fbfNfX] ([ftfH[f€] fc[f<fo[]]**

□̀<Æ'†.ìftf@fCf<"à,ìfNfŠfbfN,Ü,½,ífhf%ofbfO,μ,½^Ê'u,É□AfGfffBfbfg f{fbfNfX,δ'}"ü,μ,Ü,·□B

[f`fFbfN f{fbfNfX] ([ftfH[f€] fc[f<fo[])

□<Æ'†.iftf@fCf<.ifNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É□Af`fFbfN f{fbfNfX,δ'}“ü,μ,Ü,·□B

**[fRf“f{ f{fbfNfX] ([ftfH[f€] fc[f:fo[l]**

□ì<Æ'†,ìftf@fCf<,ìNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É□Afhf□fbvf\_fEf“ fŠXfg f{fbfNfX,ÆfGfffBfbfg  
f{fbfNfX,ð'g,Ý□#,í,¹,½fRf“f{ f{fbfNfX,ð□ì□¬,μ,Ü,·□B

**[fvf[]ppfefB/fRf“fgf[][f<,lfvf[]ppfefB]**

Web fRf“fgf[][f<,Å,íftf@fCf<“à,lfRf“fgf[][f<,lfvf[]ppfefB,ð•ï[]X,μ[]AftfH[][f€ftfB[][f<fh,Å,í'1'ð,μ,½ftfH[][f€ftfB[][f<fh,lfifvfVf#f“,ð•ï[]X,μ,Ü,·[]B

[ftfB [f<fh,ì-Ô,©,-•\Ž:]

ftfH [f€ ftfB [f<fh,ìŠD F,ì-Ô,©,-,ì•\Ž|,Æ"ñ•\Ž|,ð∅,è'Ö,|,Û,•B

[%°□',<] ([•\Ž:] f□ffj...□[])

%°□',<f,□[fh,É□Ø,è'Ö,¡,Ü,·□B%°□',<f,□[fh,Í□A"ü—

Í□A•Ò□W□A□'Ž®□Ý'è,È,Ç□A'å•"•ª,¡f□□[fhfjvf□fZfbjVf"fo□^—□,Å,Ìšù'è,ì•¶□'•\Ž;€`Ž®,Å,·□B

**[fzf•ŮŒi] (Excel)**

'l'δ,μ,½zfz<,ª•ïX^A^Ú" @AFTfCfY•ïX^A,Ü,½,Ííœ,³,ê,È,ç,æ,æ  
,É,μ,Ü,·Bzfz<,δ•ŮŒi,μ,Ä,àAfv[fg,ª•ŮŒi,³,ê,Ä,ç,È,çéè,ÍŒø%Ê,ª, ,è,Ü,¹,ñB

**[ftfH[f€,ì•ŮŒi] (Word)**

ftfH[f€ ftfB[f<fh,Ü,½,Í•ŮŒi,³,ê,Ä,ç,È,çfzfNfvf#f",δœ,«A•¶',ª•ïX,³,ê,È,ç,æ,æ  
,É•ŮŒi,μ,Ü,·BŠefzfNfvf#f",É•ŮŒi,δÿ'è,Ü,½,Í%δœ,·,é,É,ÍA[fc[f<] fffj...[,ì [•¶',ì•ŮŒi]  
,ðNfŠfbfN,μA[ftfH[f€ ftfB[f<fh] ,ðNfŠfbfN,μA[fzfNfvf#f",ì•ŮŒi] ,ðNfŠfbfN,μ,Ü,·B



**[f] [fg SUM]**

Excel ,Å, í ASUM ŠÖ ,đŽg—p, μ, ÄŽ © “ @ “ I, É “ I, đ, ½, μ, Ü, · B ‘ í Ü, Æ, È, é Z f < “ í ‘ í, A Ž © “ @ “ I, É • \ Ž, ³, é, Ü, · B, ±, ì ‘ í ‘ í, a “ K Ø, Å, È, ç ê ð †, í A • K — v, È “ í ‘ í, đ f h f % o f b f O, μ A **Enter** f L [ , đ % Ÿ, μ, Ü, · B

Word ,Å, í A = ( Ž ® ) f t f B [ f < f h, đ ‘ } “ ü, μ, Ü, · B, ±, ì f t f B [ f < f h, í A • \, ì Z f <, Å A f j [ f \ f <, ì, , é Z f <, ì ä • ú Ć ü, Ü, ½, í [ ¶ • ú Ć ü, É ‘ I, ì † Ć v, đ Ć v Ž Ž, μ A • Ž, μ, Ü, · B

[<L~^□I—¹]

f}}Nf□,íŽÀ□s,Ü,½,í<L~^,ð'†Ž~,μ,Ü,·□B

**[fNfCfbfN fEfHfbf` ]**

[fCf"fxf^f"fg fEfHfbf` ] f\_CfAf□fO f{fbfNfX,É□A'ì'ð,μ,½ Visual Basic ,ìŽ®,ì'ì,ð•\Ž!,μ,Ü,·□B,±,ìŽ®,ð  
[fCf"fxf^f"fg fEfHfbf` ] f\_CfAf□fO f{fbfNfX,ìfEfHfbf` Ž®,É'Ç%Á,Â,«,Ü,·□B

[fTfu•¶□',)□i□-]

□Å□%∞,É'1'δ,μ,½©□o,μfXf^fCf<,ÉŠi,Ä,ç,Ä□AfOf<□[fv•¶□',Å'1'δ,μ,½fefLfXfg,ðfTfu•¶□',É•İŠ,μ,Ü,·□B

[fTfu•¶□',ì%øð□œ]

fTfu•¶□',ðfOf<□[fv•¶□',)fefLfXfg,É•İŠ·,μ□AfOf<□[fv•¶□',ÆfTfu•¶□',ðŠÜ,þftf@fCf<,Æ,ìŠÔ,ìfŠf“fN,ð  
%øð□œ,μ,Ü,·□B

[fTfu•ŋ□''}“ü]

Šù'ŋ,ì•ŋ□',ðfTfu•ŋ□',Æ,μ,ÄfOf<□[fv•ŋ□',É'}“ü,μ,Ü,·□B

[fTfu•ŋ□',É•²Š,,]

Šù'ŋ,ìfTfu•ŋ□',ð□A2 ,Â,ìfTfu•ŋ□',É•²Š,,μ,Ü,·□BfhfLf...f□f“fg,í□Aƒ□[ſf<^É'u,Â•²Š,,³,é,Ü,·□B

[fTfu•ŋ□',ì□·,μ□ž,Ÿ]


'l'δ,μ,½ 2 ,Â,ì—x,è□‡,Á,½fTfu•ŋ□',δ□A1

,Â,ìfTfu•ŋ□',É•ĩŠ·,μ,Ü,·□BfOf<□fV•ŋ□',δ•Û'ŋ,·,é,Æ,«□ACE<□‡,μ,½fTfu•ŋ□',í□Å□%∞

,ìfTfu•ŋ□',δŠÜ,‡ftf@fCf<,É•Û'ŋ,³,ê,Û,·□B



**[•¶'•ÛŒì]**

fTfu•¶'•ÛŒì,μ,ÄA•ÏX,Å,«,È,ç,æ,κ,É,μ,Û,•B•¶'•ÛŒì,δ%øðœ,•,é,É,íA   
,ð,à,κ^ê“xfNfŠfbfN,μ,Û,•B

[fwfbf\_[]/ftfbf^[].ì[]Ø,è'Ö,;]

fwfbf\_[][,Æftfbf^[][,ðì[]¬,ü,½,í•ï[]X,,:é—ì^æ,ìšô,Å[]Afj[][]f<,ð^ú“®,µ,ü,·[]B

[‘O,đ•\Ž!]

f[][\f<,đ‘O,lfwfbf\_[]Ü,½,íftfbf^[]É^Ú“®,μ,Ü,·[]B

[ŽŸ,đ•\Ž!]

f[][\f<,đŽŸ,ìfwfbf\_[].,Ü,½,íftfbf^[][,É^Ú“®.,μ,Ü,.[]B

**[fwfbf\_[][,ì[]-]**

fwfbf\_[][,ð'}“ü,μ,Ü,·[]B

[fwfbf\_[][,ìí[]œ]

[]<Æ't,ìftf@fCf<,ìfwfbf\_[][,ðí[]œ,μ,Ü,·[]B

["z'u]

'l'δ,μ,½•`%œfɪfufWfFfNfg,ð□A•Ê,ì•`%œfɪfufWfFfNfg,Ü,½,ífy□[fW,É□‡,í,¹,Ä"z'u,μ,Ü,·□B

**[-î^ó]**

□ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, É□A-î^ó, ì•t, †, ½'¼□ü, ð□ì□¬, μ, Ü, ·□BŽn“\_ , ©, ç 15  
“x, ìŠp“x, Å□ü, ð^ø,, É, í□A**Shift** fL□[, ð%oÿ, μ, È, ¢, çfhf%ofbfO, μ, Ü, ·□B



[•,μž,Ÿ^óüfCf“•¶’]

,±,ì•,μž,Ÿ^óü,lf[f^ ftf@fCf<,ÉŠÖ~A,•,éfCf“•¶’,É∅,è,ì,Ü,•B

**[·,μž,Ý^óü]**

[·,μž,Ý^óü]fwf<fp[] f\_fCfAfO f{fbfNfX,đŠ),«Ü,·B,±,lf\_fCfAfO f{fbfNfX,đŽg—  
p,μ,ÄACE»Ý,ì·,μž,Ý^óü,É'í,·,élfvfVf#f",đÝ'è,μ,Ü,·B

[·,μž,Ý^óüfwf<fp[] (lfc[]l f<] f[]fj...[])

'èE^'ŠÈA^¶-¼%oofx f<A••>[]A f j f^ f[] f O[] A, ",æ,Ñ,»,ì'¼,ìŽí—p,ì·,μž,Ý•¶[]',ð[]ì[]¬,μ,Ü,·[]B

[fy][fw]Ý'è] ([ftf@fCf<] f[fjf...])

ì<Æ't, ìftf@fCf<, É'í, μ, Ä[A—]''[A—pŽtfgfCfC[A—

pŽtfTfCfY[A^óü, ìCEü, «[A, ", æ, Ñ, », ì'¼, ìfCfCfAfEfg, ìfìfvfVf#f", ðÝ'è, μ, Ü, ·[B

[{-{•¶,ì•\Ž;/"ñ•\Ž;}]

fwfbf\_[-î^æ,Ü,½,íftfbf^[-î^æ,Å,ì\<Æ't,ÉA-{•¶,ìfefLfXfg,ð•\Ž;Ü,½,í"ñ•\Ž;É,µ,Ü,·B

**[‘O,Æ“~,ŀfwfbf\_[]/ftfbf^[]]**

‘O,ŀZfNfVf#f“,ŀfwfbf\_[],Ü,½,ŀftfbf^[],đACE»ŀÝ,ŀZfNfVf#f“,É’}“ü,μ,Ü,·B,Ü,½,ÍA2  
Â,ŀZfNfVf#f“ŠÔ,ŀfwfbf\_[],Ü,½,ŀftfbf^[],ŀCE<#f,đ  
%øđœ,μ,ÄA•Ê,ŀfwfbf\_[],Ü,½,ŀftfbf^[],đi¬,μ,Ü,·B

[1 s-Ú,ì,Ý•\Ž!]

fAfEfjgf%ofCf“ f,□[fh,Å•\Ž!,μ,½-{\•¶,ìŠe'i—Ž,Å□A□Å□%oo,ì□s,ð□œ,ç,½,·,×,Ä,ì□s,ð"ñ•\Ž!,É,μ,Ü,·□B□È—  
ª<L□† (...), í□A"ñ•\Ž!,É,ª,ê,½□s,ª, ,é,±,Æ,ðŽ!,μ,Ü,·□B

[ŀ'Ž®;ì•\Ž;]

%°ŀ',«f,ŀ[fh,Å,ÍŀA'¾Žš,âŽî'ì,È,Ç,ì•ŀŽšŀ'Ž®,ì•\Ž!,Æ"ñ•\Ž!,ðŀØ,e'Ö,!,Ü,·ŀBfXf%ŀfCfh^ê—•\Ž!f,ŀ[fh,Å,ÍŀAŠefXf%ŀfCfh,ì,·,×,Ä,ìfefLfXfg,ÆfOf%ŀftfBfbfNfX,ì•\Ž!,Æf^fCfjf<,¾,~,ì•\Ž!,ðŀØ,e'Ö,!,Ü,·ŀB



[ftfHf“fg] ([‘Ž®] fñfjf...[])

‘l’đ,μ,½fefLfXfg,ìftfHf“fg,Æ•¶ŽšŠÔŠu,ì‘Ž®,đ•řX,μ,Û,·B

[fXf^fCf<] ([@'Ž®] fffj...[])

fXf^fCf<,ÆĒÄ,î,é,é'Ž®,ì'g,Ý#,í,¹,ðA'í'ð,μ,½"í^í,É'è<`,Ü,½,í'Ý'è,μ,Ü,·B

**[ftfHf“fg fTfCfY]**

'l'δ,μ,½fefLfxfg,lfTfCfY,δ•iX,μ,Ü,·B[ftfHf“fg fTfCfY] f{fbfNfx,ÉAftfCfY,δ“ü—í,μ,Ü,·B[ftfHf“fg fTfCfY] f{fbfNfx,ÉŽw'è,Å,«,éTfCfY,íACE»Y'l'δ,<sup>3</sup>,è,Ä,ç,éftfHf“fg,ÆfvfŠf“f^,É,æ,Á,Ä^Ü,È,è,Ü,·B

[üŽí,Æfy[fWŒrü,Æ-Ô,©,¯,ìÝ'è]

[üŽí,Æfy[fWŒrü,Æ-Ô,©,¯,ìÝ'è] f\_fCfAf\_fO f{fbfNfX ([Œrü] f\_fjf... ) ,đŠ),«,Ü,·B,±,ìf\_fCfAf\_fO  
f{fbfNfX,đŽg—p,μ,ÄA'í'đ,μ,½'i—ŽAfefLfxfgAfzf«A},È,Ç,ìfufWfFfNfg,ìŒrü,Æ-Ô,©,¯,đA'Ç  
%A,Ü,½,í•iX,·,é,±,Æ,ª,Â,«,Ü,·B,Ü,½Afy[fW'S'í,đŒrü,Â^í,p,±,Æ,à,Â,«,Ü,·B

[-Ô, ©, ̄]

[üŽí,Æfy[fWĒrü,Æ-Ô, ©, ̄, ìŸ'è] f\_fCfAf\_fO f{fbfNfX ([Ērü] f\_fj... ) ,đš),«,Ü,·B,±,ìf\_fCfAf\_fO  
f{fbfNfX,đŽg—p,μ,ÄA'í'đ,μ,½'i—ŽAfefLfxfgAfzf<A},È,Ç,ìfufWfFfNfg,ìĒrü,Æ-Ô, ©, ̄,đA'Ç  
%A,Ü,½,í•iX,;é,±,Æ,ª,Â,«,Ü,·B

【'—M】

□<Æ't, ìftf@fCf<, ð" dŽqf□□[f<, ìf□bfZ□[fW, É"Y•t, μ, Ä'—M, μ, Ü, ·□B

**[‰ñ—æ]**

C³,Ü,½,íRf“fg,đ’C‰Á,μ,Ä,à,ç,π,½,βAì<Æ’†,ìfhfLf...f“fg,‰ñ—ŽÒ,É’—M,μ,Ü,·BfhfLf...  
f“fg,‰ñ—,·,é,É,íA·oI,ÆŽóŽæI,ìRf“fsf...f^,ÉAfhfLf...f“fg,ì□→,ÉŽg—  
p,μ,½fAfvfŠfP[fVf†“,ÆAMicrosoft Exchange ,â Microsoft OutlookA,Ü,½,íEÝŠ·«,ì, ,éf□[f<  
fAfvfŠfP[fVf†“,³fZfbfgfAfbfv,³,ê,Ä,ç,é•K—v,ª, ,è,Ü,·B

**[<r'>] ([']“ü] fffj...<D)**

fj[fj<,î^Ê'u,É<A<r'>,Ü,½,Í•¶---<r'>,ð'}“ü,µ,Ü,·<B<r'><L<t>,lží—  
P<A<r'>“Ô<t>,l•t,¯•ú<A<Ž<@<A,“,æ,Ñ”z'u,ðžw'è,·,é,±,Æ,à,Â,«,Ü,·<B



[f][fhfA][fg fMfff%ofŠ[]

f[fhfA][fg flfufWfFfNfg,š'}“ü,μ,ÄA“ÁŽêĈ%Ê•ŕŽš,ðì¬,μ,Û,·B

**[Microsoft Mail]**

Microsoft Mail ,đ<N“® ,μ,Ü,·□BŠù,É<N“® ,³,ê,Ä,ç,éêî‡,í□AMicrosoft Mail ,É□Ø,è’Ö,!,Ü,·□B

**[Microsoft Excel]**

Excel ,đ<N" @ ,μ,Ü, ·BŠù,É<N" @ ,³,ê,Ä,ç,éêê£,ÍAExcel ,ÉØ,è'Ö,¡,Ü,·B

**[Microsoft Access]**

Access ,đ<N" ® ,μ,Ü, ·□BŠù,É<N" ®,³,ê,Ä,†,é□ê□‡,Í□AAccess ,É□Ø,è'Ö,ı,Ü, ·□B

**[Microsoft Schedule+]**

Schedule+ ,đ<N" ® ,μ,Ü,·□BŠù,É<N" ® ,³,ê,Ä,†,é□ê□†,Í□ASchedule+ ,É□Ø,è'Ö,¡,Ü,·□B

**[Microsoft Visual FoxPro]**

Microsoft Visual FoxPro ,đ<N" ® ,μ,Ü,·□BŠù,É<N" ® ,³,ê,Ä,ç,é□ê□‡,Í□Avisual FoxPro ,É□Ø,è'Ö,¡,Ü,·□B

**[Microsoft PowerPoint]**

PowerPoint ,đ<N" ® ,μ,Ü,·□BŠù,É<N" ® ,³,ê,Ä,ç,éê†,í□APowerPoint ,É□Ø,è'Ö,!,Ü,·□B

**[Microsoft Publisher]**

Microsoft Publisher ,đ<N"® ,μ,Ü,·□BŠù,É<N"® ,³,ê,Ä,ç,éê±,í□APublisher ,É∅,è'Ö,ı,Ü,·□B



**[Microsoft Project]**

Microsoft Project ,đ<N“® ,μ,Ü,·□BŠù,É<N“® ,³,é,Ä,ç,é□ê□‡,Í□AProject ,É□Ø,è‘Ö,!,Ü,·□B

[ffBfXfN, ©, ç]

fRf}f“fhAf}fNfA,Ü,½,í`èCE^<â,đŠ,,,è“-,Ä,é,±,Æ,ª,Å,«,éAf+U[Ý`è,ìf{f^f“ fCf[fW,Å,·B

[ffBfxN,Ö]

fRf}f“fhAf}fNfA,Ü,½,í'èCE^<ã,đŠ,,,è“-,Ä,é,±,Æ,ª,Å,«,éAf+U[é'è,ìf{f^f“ fCf[fW,Å,·B

【%o<sup>1</sup>•,,】

fRf}f“fh□Af}fNf□□A,Ü,½,í'èCE^<â,đŠ,,,è“-,Ä,é,±,Æ,ª,Å,«,é□Aft□[fU□[□Ý'è,ìf{f^f“ fCf□□[fW,Å,·□B

[fxf]

fRf}f"fhAf}fNfA,Ü,½,í'èCE^<ã,đŠ,,è"-,Ä,é,±,Æ,ª,Å,«,éAf+U[Ý'è,ìf{f^f" fCf[fW,Å,·B

【□□,«□○,μ】

fRf}f“fh□Af}fNf□□A,Ü,½,í'èCE^<â,đŠ,,,è“-,Ä,é,±,Æ,ª,Å,«,é□Aft□[fU□[□Ý'è,ìf{f^f“ fCf□□[fW,Å,·□B

**[“d~b]**

fRf}f“fh□Af}fNf□□A,Ü,½,í'èCE^<â,đŠ,,,è“-,Ä,é,±,Æ,ª,Å,«,é□Aft□[fU□[□Ý'è,ìf{f^f“ fCf□□[fW,Å,·□B

[fVfNfVfN]

fRf}f“fh□Af}fNf□□A,Ü,½,í'èCE^<â,đŠ,,,è“-,Ä,é,±,Æ,ª,Å,«,é□Aft□[fU□[□Ý'è,ìf{f^f“ fCf□□[fW,Å,·□B



[fL[]

fRf}f"fh[]Af}fNf[]A,Ü,½,í'èCE^<â,đŠ,,,è"-,Ä,é,±,Æ,ª,Å,«,é[]Aft[]fU[][]'è,ìf{f^f" fCf[][]fW,Å,·[]B


[ 'å, «, Èf, ' ]

fRf}f"fhAf}fNfA,Ü,½,í'èCE^<â,đŠ,,è"-,Ä,é,±,Æ,ª,Å,«,éAf+U[ 'é,ìf{f^f" fCf[fW,Å,·B

**[%œ•e]**

fRf}f“fhAf}fNfA,Ü,½,í`èCE^<â,đŠ,,,è“-,Ä,é,±,Æ,ª,Å,«,éAf+U[Ý`è,ìf{f^f“ fCf[fW,Å,·B

[f]f[f%oo]

CE»Ý'í'ð,³,é,Ä,ç,é"à—e,ìfŠf"fNŽÊ□^,ðŽB,è□A□V,μ,ç^Ê'u,É"\  
,è•t,¯,Ü,·□BŽÊ□^,í□AfRfs□[,μ,½fZf<,ðŽQ□Æ,·,é□"Ž®,É,æ,Á,ÄfŠf"fN,³,ê□AfZf<,ð•ï□X,·,é,ÆŽÊ□^,ª□X□V,  
³,é,Ü,·□B ,ðfNfŠfbfN,μ,ÄŽÊ□^,ðŽB,è□A'í'ð,μ,½"à—e,ì□¶□ă'[,ð"\\,è•t,¯,é^Ê'u,ðfNfŠfbfN,μ,Ü,·□B

[frrffl fff%o]

fRf}f"fhAf}fNfA,Ü,½,í'èCE^<ã,đŠ,,è"-,Ä,é,±,Æ,ª,Å,«,éAf+U[Ý'è,ìf{f^f" fCf[fW,Å,·B

**[f{f^f"}] ([ftfH[f€] fc[f<fo[]]**

fRf}f"fh[Af}fNf[]A,Ü,½,í'èCE^<â,đŠ,,è"-,Ä,é,±,Æ,ª,Å,«,é[]Aft[]fU[][]'è,ìf{f^f" fCf[][]fW,Å,·[]B

**["d'ì]**

"d'ì, ð<N" @ ,μ,Ü, ·B" d'ì, íA•É, ì" d'ì, Ü, ½, íŠÖ" "d'ì, Æ, μ, ÄŠÈ'P, ÈEvŽZ, ðŽÀs, Å, «, éfAfNfZfTfŠ fvfOf  
%of€, Å, ·B, Ü, ½AfRf}f"fhAf}fNfA, Ü, ½, í'è€^<å, ð ["d'ì] , ÉŠ,, , è"-, Ä, é, ±, Æ, à, Å, «, Ü, ·B

**[Microsoft Bookshelf]**

Microsoft Bookshelf ,đ<N“® ,μ,Ü,·□BŠù,É<N“® ,³,ê,Ä,ç,é□ê□‡,Í□ABookshelf ,É□Ø,è‘Ö,ı,Ü,·□B



## [fšfA]

fšfA, δ<N" © , μ, Ü, ·BfšfA, í AfAfNfZfTfŠ fvf fOf%of€

, Å, ·B, Ü, ½ AfRf}f"fh Af}fNf A, Ü, ½, í'èE^ <å, ð [fšfA] , ÉŠ,, è" -, Ä, é, ±, Æ, à, Å, «, Ü, ·B

## [^óüfCFfAfEfg]

□\<Æ't, ìfhfLf... f□f"fg, ð□Afy□[fW fCFfCfAfEfg f, □[fh, É□Ø, è'Ö, ì, Ü, ·□B, ±, è, ç, Í□AfhfLf...  
f□f"fg, ð^óü, ³, è, ½, Æ, «, ì□ó'Ô, Å•\Ž!, , , é□A•Ò□W—p, ì•\Ž!CE`Ž®, Å, ·□B^óüfCFfCfAfEfg f, □[fh, Í, æ, è'½, -  
, ìVfXfef€ f□f, fŠ, ð•K—v, Æ, , , é, ½, ß□A"Á, ÉfhfLf... f□f"fg, É'½□", ì□}, Ü, ½, Í•; ŽG, È□'Ž®, ³ŠÜ, Ü, è, Ä, ç  
, é□ê□‡, Í□Afxfnf□□[f<, ³x,, È, é, ±, Æ, ³, , è, Ü, ·□B

[ftfB[f<fh fR[fh,ì•\Ž!]

ftfB[f<fh fR[fh,ð•\Ž!,Ü,½,í"ň•\Ž!,É,µ,Ü,·B

**[fhf bfv fLffbfv]**

•ŦŽšA'PCEêA,Ü,½,í'ð,μ,½fefLfxfg,ÉAæ"á•ŦŽš,ð'á,«,μ,Ä'²,·,éŽ®,ðÝ'è,μ,Ü,·B"fhf bfv  
fLffbfv" ,íA'Ê'í—Ž,ìæ"á•ŦŽš,Ä, ,èAŦ—]"à,É,Ü,½,í'—Ž,ìæ"ás,ìx[fX f%ofCf",©,ç%º,°,Ä•\  
Ž,Ä,«,Ü,·B

**[Žæ,èÁ,μü]**

'l'ð,μ,½fefLfxfg,ðŽæ,èÁ,ü,ð^ø,«,Ü,·B'l'ð,μ,½"í^í,ÉŠù,ÉŽæ,èÁ,μü,ªÝ'è,³,è,½fefLfxfg,ªŠÜ,Ü,è,Ä  
,ç,éêê#A<sup>ABC</sup>,ðfNfŠfbfN,·,é,ÆA'Ž®,ªíœ,³,è,Ü,·B

[☐-☐^%☐☐'â•☐Žš]

'l'đ,μ,½☐-•☐Žš,ljefLfxfg,đ'â•☐Žš,É•ï☐X,μ☐AftfCfY,đ☐k☐-,μ,Ü,·☐B☐-☐^  
%☐☐'â•☐Žš,ì☐'Ž®,í☐A☐"Žš☐A<â"Ç" \_☐AfAf<ftf@fxfbfg^ÈŠO,ì•☐Žš☐A,Ü,½,í'â•☐Žš,É,í☐Y'è,Å,«,Ü,<sup>1</sup>,ñ☐B'l'đ  
,μ,½"í^í,ÉŠù,É☐-☐^'â•☐Žš,ªŠÜ,Ü,è,Ä,č,é☐é☐‡,í☐A<sup>ABC</sup>,đfNfŠfbfN,·,é,Æ☐A☐'Ž®,ª☐í☐œ,<sup>3</sup>,è,Ü,·☐B

[fZf<,i□í□œ]

•\,ì†,Å'í'ð,μ,½•;□",ìfZf<,Ü,½,íj□[f<,a'u,©,ê,½fZf<,ðí□œ,μ,Ü,·□B

【s, ðíœ】

•\, ð, Å' ð, µ, ½s, Ü, ½, íj [f]f<, a'u, ©, é, ½fZf<, ðíœ, µ, Ü, ·B



**[-ñ, ìíœ]**

•\, ì†, Å'ì' ð, μ, ½—ñ, Ü, ½, íj [f f <, a' u, ©, ê, ½ f Z f <, ì—ñ, ðíœ, μ, Ü, · □ B

## [fzf]

fj[][\f<,a'u,©,ê,½^Ê'u,ÉfZf<,ð'}"ü,µ,Ü,·□B•\,ì'¼,ìfZf<,ð%°E,Ü,½,í%°°,ÉfVftfg,·,é,æ,π  
,É'ì,ð,Å,«,Ü,·□B,Ü,½□A—ñ,Ü,½,í□s'S'ì,ð'}"ü,·,é,±,Æ,à,Å,«,Ü,·□B

[s, l] "ü]

'l'ð, μ, ½" , l[s, ð}' "ü, μ, Ü, ·BWord , Å, íA, ±, ìfRf}f"fh, íA1  
, Å^Èã, ìfZf<æØ, è<Lt, ð'l'ð, μ, ½é# , É, ¾, ˜Žg—p, Å, «, Ü, ·B

**[—ñ,ì'}“ü]**

'l'ð,µ,½",ì—ñ,ð'}“ü,µ,Ü.·BWord ,Å,íA,±,lfRf}}f“fh,íA1  
,Å^Èã,lfZf<<æ∅,è<L†,ð'l'ð,µ,½é∞‡,É,¼, ~Žg—p,Å,«,Ü.·B

**[fEjBj“fhfE,ì@—ñ]**

Š,č,Ä,č,é,·,×,Ä,ìftj@fCf<,ìfEjBj“fhfE,ðA%æ-Êä,Åd,È,è†,í,È,č,æ,π,É•Ž!,μ,Ü,·B[fEjBj“fhfE,ì@—ñ] ,ðŽg—p,·,é,ÆAftj@fCf<ŠÔ,Å,ìhf%fbfO,ŠÈ’P,É,È,è,Ü,·B

**[•À,x,Ä•Ž!] (PowerPoint)**

Š,č,Ä,č,é,·,×,Ä,ìftj@fCf<,ìfEjBj“fhfE,ðA%æ-Êä,Åd,È,è†,í,È,č,æ,π,É•Ž!,μ,Ü,·B[•À,x,Ä•Ž!] ,ðŽg—p,·,é,ÆAftj@fCf<ŠÔ,Å,ìhf%fbfO,ŠÈ’P,É,È,è,Ü,·B



**[•\,lfOfŠfbfhü,ì•\Ž!]A[lfOfŠfbfhü,đ•\Ž!,μ,È,č] ([CErü] fffj...[l])**

•\“à,ì”\_ü,lfOfŠfbfhü,đ•\Ž!,Ü,½,í”ñ•\Ž!,É,μAì<Æ’t,lfZf<,đCE©,â,,μ,Ü,·B•\  
,lfOfŠfbfhü,íA^óü,³,è,Ü,¹,ñB^óü,Å,«,éOfŠfbfhü,đ•\,É’Ç%Á,·,ééèèè,íA[CErü] fffj...[l,  
[üŽí,Æfy[fWCErü,Æ-Ô,©,·,ìY’è] ,đŽg—p,μ,Ü,·B

•¶“S’ì,É•`%æfOfŠfbfh,đ•\Ž!,Ü,½,í”ñ•\Ž!,É,·,ééèèè,íA[•\Ž!] fffj...[l,ì [fOfŠfbfhü] ,đŽg—p,μ,Ü,·B

[fTfu•1□',đŠJ,]

fOf<□[fv•1□',ìfTfu•1□',đŠJ,«,Ü,·□B



[•Š,,]A[•Š,,ì%øøœ] ([fEfBf“fhfE] fffj...l)

ì<Æ't,ìfEfBf“fhfE,ø•i”,ìfEfBf“fhfE~g,É•Š,,μ,½,èAfEfBf“fhfE,ì•Š,,ø%øøœ,μ,½,è,μ,Û,·B

**[V,μ,cfEfBf“fhfE,đŠJ,] ([fEfBf“fhfE] fñfjf...[]]**

ñ<Æ't,lfEfBf“fhfE,Æ”~,ñ“à—e,ìV,μ,cfEfBf“fhfE,đŠJ,«A1 ,Â,iftf@fCf<,ì^Ù,È,é•”•a,đ”~Žž,É•\  
Ž!,Â,«,é,æ,x,É,μ,Ü,·[]B


[•ŋ' ,i"äŠr] ([f< [f<] - [•iX—š—ð,ìì-] fTfufffj...]

•ÒW,<sup>3</sup>,é,½Š],č,Ä,č,é•ŋ',ðÆ<sup>3</sup>,ì•ŋ',Æ"äŠr,μA•ÒW,<sup>3</sup>,é,½•ŋ',ì•iX%óŠ,É^ó,ð•t, ,Ü,·B

**[•İX%ÓŠ,İŠm”F] ([fc[f<] - [•İX—š—đ,İ̀İ̀-] fTfufffj...[I)**

•¶“à,İŠe•İX%ÓŠ,đŸđ,“,æ,Ń’İ’đ,μ,ÄA•İX,đŠm”F,μA•İX,đ”½%of,·,é,©,Ü,½,ÍŸ³,É-  
ß,·,©,đŽwŽ!,μ,Ü,·B

[.,x,Ä'â•¶Žš]

'l'ð,µ,½→•¶Žš,ljefLjXfg,ð,.,x,Ä'â•¶Žš,É,µ,Ü,·□B□"Žš□A<â"Ç" \_□AfAf<ftf@fxfbfg^ÈŠO,ì•¶Žš□A,Ü,½,í'â  
•¶Žš,É,í□A,.,x,Ä'â•¶Žš,ì□'Ž®,ð□Ý'è,Ä,«,Ü,¹,ñ□B'í'ð,µ,½"í'í,ÉŠù,É,.,x,Ä'â•¶Žš,ì□'Ž®,²□Ý'è,³,è,Ä,ç  
,é□é□#□A ,ðfNfŠfbfN,.,é,Æ□'Ž®,²□í□œ,³,è,Ü,·□B

[ ] , i f O f < [ f v % o o d o e ]

' l ' d , μ , ½ f f ^ f t f @ f C f < f s f N f ` f f , d o A C E Â • Ê , ì • ` % o o æ f l f u f W f F f N f g , É • Š , , , μ , Ü , • B

[<L□t,Æ“ÁŽê•¶Žš] ([‘}“ü] f□ffj...□□)

;“Žg,č,ìfRf“fsf...□[f^,É‘g,Ý□ž,Ü,e,Ä,č,éftfHf“fg,ì<L□t,Æ“ÁŽê•¶Žš,ð’}“ü,μ,Ü,·□B

[•ŋžšží,ì•iš•] ([ŋ'ž®] fŋffj...[ŋ])

'l'ð,μ,½fɛfLjXfg,ì'â•ŋžš,Æŋ→•ŋžš,ðŋØ,è'Ö,,Ü,·ŋB



**[ftfHf“fg,ð 1pt •²k□-]**

'l'ð,µ,½fefLjXfg,ìftfHf“fg fTfCfY,ð 1 flfCf“fg□k□-,µ,Ü,·□B

[ftfHf“fg,ð 1pt •aŠg’å]

‘l’ð,µ,½fefLjXfg,iftfHf“fg fTfCfY,ð 1 flfCf“fgŠg’å,µ,Ü,·□B

**[%üfy[W^Ê'u,ìC³]**

ì<Æ't,ìfhfLf...f"fg,ì%üfy[W^Ê'u,ðC³,μ,Ü,·BWord ,Å,ÍA[fofbfNfOf%ofEf"fh,Å  
%üfy[W^Ê'u,ðŽ©"®C³,·,é] f`fFfbfN f{fbfNfX ([fc[f<] - [flfvfVf#f"] ,ì ['S"Ê] f^fu) ,əflf" ,É,È,Á,Ä,ç  
,éê#AfhfLf...f"fg,ì%üfy[W^Ê'u,əŽ©"®"l,ÉC³,³,é,Ü,·B

**[·uŠ·]**

□<Æ't, ìfhfLf...f□“fg, Å□AŽw'è, μ, ½fefLfXfg, Ü, ½, í□'Ž® , ðÆÿ□õ, μ□A'uŠ·, μ, Ü, ·□B

[s<sup>a</sup>]

fj[fɪf<,ðŒ>Ÿ,ìs,ìæ<sup>a</sup>,É^Ú“®,μ,Û,·B

[s--]

f[]f<,δE>[]Ý,ìs,ì--"ö,É^Ú"®,μ,Ü,·[]B

[1 %œ-Ê•ă,Ö^Ú“®]

f[f\<,ÆfhfLf...f“fg,ì•Ž|-ì^æ,ðA1 ,Â'O,ì%œ-Ê,ìfefLfXfg,É^Ú“® ,μ,Ü,·B

[1 %œ-Ê•²%º,Ö^Ú“®]

f[]f\<,ÆfhfLf...f[]fg,ì•\Ž|—ì^æ,ðA1 ,ÂŽÿ,ì%œ-Ê,lfefLfXfg,É^Ú“®,µ,Û,·B



**[c', «fLfg f{fNfX]**

fNfŠfN,Ü,½,íhf%fbfO,μ,½^Ê'u,Éc',«,̀fLfg f{fNfX,ð̀¬,μAfLfg,đOf%ftfBfNfX,É'Ç  
%Á,Á,«,é,æ,α,É,μ,Ü,·B

[•¶‘,ìæ“³]

f[]f<,ðfhfLf...f[]fg,ìÅ%oo,ìs,ìæ“³,É^Ú“®,µ,Û,·B

[•¶,]Åã]

f[ $\sqrt{x}$ ,  $\delta f$ ]Lf...f"fg,]Åã,]s,]--"ö,É^Ú"®,µ,Û,·B

**[f][f<]i'—M]**

f][fZ][fW,Ü,½,ítf@fCf<,ð'—M,μ,Ü,·B

**[•ÔM]**

f[]bfz[][fW,Ü,½,ítf@fCf<,ð[]·[]o[]!,É•ÔM,μ,Ü,·[]B

**[ˈšõ,õ•ôM]**

f[]fbfz[][fW,Ü,½,íftf@fCf<,ð[]A[^[]æ] ,Ü,½,í [CC] []s,É•\Ž|,³,e,Ä,ç  
,é[]·[]o[]l,¨,æ,Ñ,·,×,Ä,ìžó[]Mžò,É•ô[]M,μ,Ü,·[]B

["]'-]

f[]bfz[][fW,Ü,½,íftf@fCf,ð[]AŽw'è,μ,½Žó[]MŽÒ,É'—[]M,μ,Ü,·[]B

**[Žg—p,Å,«,Ü,¹,ñ]**

fRf}f“fh□Af}fNf□□A,Ü,½,í'èCE^<â,đŠ,,,è“-,Ä,é,±,Æ,ª,Å,«,é□Aft□[fU□[□Ý'è,ìf{f^f“ fCf□□[fW,Å,·□B



[•Â,ŕ,é]A[,·,×,Ä•Â,ŕ,é] ([ftf@fCf<] fffj...)

fAfvfŠfP[fVf#f",đ□!—<sup>1</sup>,<sup>1</sup>,,É□ì<Æ't,ìftf@fCf<,đ•Â,ŕ,Û,·□B•Û'ŕ,<sup>3</sup>,é,Ä,ç,È,ç•ï□X,əftf@fCf<,ÉŠÛ,Û,é,Ä,ç  
,é□é#□A•Â,ŕ,é'O,Éftf@fCf<,đ•Û'ŕ,·,é,©,Ç,α,©,đŠm"Ŧ,·,é□fbfZ□[fW,<sup>3</sup>•\Z|,<sup>3</sup>,é,Û,·□BŠJ,ç,Ä,ç  
,éftf@fCf<,·,×,Ä,đ^é"x,É•Â,ŕ,é,É,í□A**Shift** fL□[,đ%oŸ,μ,È,<sup>3</sup>ç [ftf@fCf<] fffj...□[.] [,·,×,Ä•Â,ŕ,é]  
,đfNfŠfbfN,μ,Û,·□B

**[•¶Žš—ñ,đ•\,É,•,é]A[•\,ì%ođœ] ([Œrü] fffj...[l])**

'l'đ,μ,½fefLfXfg,đ•\,É•İš,μ,½,èA'l'đ,μ,½•\,đ•æ∅,ç,é,½fefLfXfg,É•İš,μ,Ü,•B•\ ,É•İš,•,éfefLfXfg,É,íA^fu•¶Žš,âff“f},È,Ç,ì•æ∅,è•¶Žš,ªŠÜ,Ü,è,Ä,ç,é•K—v,ª, ,è,Ü,•B

**[fZf<,l̄íœ]A[s,l̄íœ]A[-ñ,l̄íœ] ([Œr̄ü] fffj...[])**

'l'δ,μ,½•i",lfZf<,Ü,½,íj[]f<,a'u,©,é,½ 1 ,Â,lfZf<,δíœ,μ,Ü,·B[]s'í,Ü,½,Í—  
ñ'S'í,δ'l'δ,μ,½ê[]Afrf}f"fh,í,»,é,¼,ê [•\,l̄íœ] ,Ü,½,Í [•\,l̄íœ] ,É•í,í,è,Ü,·B

**[Ĉ, ě•Ō, μ] ([•ŌW] fffj...l)**

'¼'O, ÉŽÀs, μ, ½fRf}f"fh, Ü, ½, í'€ì, ðA%A"À", Èê±, íĈ, ě•Ō, μ, Ü, ·B'¼'O, í'€ì, ðĈ, ě•Ō, ·, ±, Æ, Å, «, È, çê±A[Ĉ, ě•Ō, μ], Å [Ĉ, ě•Ō, μ, Å, «, Ü, ¹, ñ], É•ī, í, è, Ü, ·B

[Ĉ³, É-β, ·], ðŽg—p, μ, Ä'€ì, ðĈ³, É-β, μ, ½, Æ, «A[Ĉ, ě•Ō, μ], Å [â, è'¼, μ], É•ī, í, è, Ü, ·B[â, è'¼, μ], ðŽg, α, ÆA[Ĉ³, É-β, ·], í'€ì, ðŽæ, èÁ, μ, Ü, ·B

**[•¶□',ì•ŮŒè]□A[•¶□'•ŮŒè,ì%øð□œ] ([fc□[f<] f□fjf...□l]**

Žw'è,μ,½□€-Ú,ð□œ,«□Aftf“f%ofCf” ftfH□[f€,âfhfLf...f□f“fg,ì'S'ì,Ů,½,í^è•”,â•ï□X,<sup>3</sup>,é,È,ç,æ,π  
,É,μ,Ů,·□B,Ů,½□A'¼,ìft□[fU□[<sup>3</sup>fhfLf...f□f“fg,ÉfRf□f“fg,ð'Ç%Á,μ,½,è□A•ï□X,ì—š—ð,ðŽg—p,μ,ÄfhfLf...  
f□f“fg,ð•ï□X,μ,½,è□AftfH□[f€ ftfB□[f<fh,Éff□[f^,ð“ü—í,Á,«<sup>3</sup>,é,æ,π,É□AfpfXf□□[fh,ð□Y'è,·,é,±  
,Æ,à,À,«<sup>3</sup>,Ů,·□BfhfLf...f□f“fg,â•ŮŒè,<sup>3</sup>,é,é,Æ□A,±,lfRf}f“fh,í□A[•¶□'•ŮŒè,ì%øð□œ] ,É•ï,í,è,Ů,·□B

**[%oi□',<] ([']“ü] - [fCfCfAfEfg~g] fTfuf□ffj...□[)**

fhfLj...f□f“fg,ì“Á'è,ì—ì^æ,ìŽü^í,ÉŽlŠp,cfCfCfAfEfg~g,ð□ì□¬,μ□A□€-Ú,ð,»,—  
ì^æ,É□³Šm,É“z'u,Å,«,é,æ,κ,É,μ,Ü,·□BfCfCfAfEfg~g,ð•ï□X,·,é,É,í□A[□'Ž®] f□ffj...□[,ì [fCfCfAfEfg~g]  
,ðfNfŠfbfN,μ,Ü,·□B

[[ÄfOf<[[fv%»]]

[fOf<[[fv%»]] ,đŽg—p,μ,Ä%»]]œ,μ,½flfufWfFfNfg,lfOf<[[fv,»]]AÄ“x,Ü,Æ,ß,Ü,·B


**[3-D]**

'l'δ,μ,½fufWfFfNfg,É 3-D ∅%Ê,δ'Ç%Á,μ,Ü,·B



**[Euoöfyf“]**

fefLfxfg,ÉEuoöfyf“,ðŸ’è,μAZü^í,lfefLfxfg,æ,è,à-Ú—§,Â,æ,κ,É,μ,Û,·B  
,ðfNfŠfbfN,μAEuoöfyf“,ðŸ’è,·,éfefLfxfg,Û,½,ÍfufWfFfNfg,ð’ð,μ,Û,·BEuoöfyf“,ìŸ’è,ðI—  
¹,μ,½,çA

 ,ð,à,κ^ê“xfNfŠfbfN,μ,Û,·BEuoöfyf“,ìF,ð•ïX,·,é,É,íA

 ,ì%o; ,ì%o°Eü,«-î^ó,ðfNfŠfbfN,μAZg—p,·,éF,ðfNfŠfbfN,μ,Û,·B

["]—]

f[]bfz[][fW,Ü,½,ítf@fCf,ð[]AŽw'è,μ,½Žó[]MŽÒ,É'—[]M,μ,Ü,·[]B

**[‘O,İfAfCfef€]**

‘O,İfAfCfef€,đ•\Žı,μ,Ü,·□B

**[ŽŸ,lfAfCfef€]**

ŽŸ,lfAfCfef€,đ•\Ž!,μ,Ü,·□B

['-M]

f[]bfz[]fW,Ü,½,íftf@fCf<,ð [^¶æ] ,Ü,½,í [CC] []s,ìžó[]Mžò,É'-M,μ,Ü,·B

[^óü"íí,ìÝ'è]

'I'δ,μ,½"íí,δ^óü"íí,Æ,μ,Ä'è<`,μ,Ü,·B^óü"íí,Æ,íAf[]fNfV[]fg,ì^óü,³,è,é•"•²,Å,·B

**[V,μ,cf}fNf fV[f<sub>g</sub>]**

[V,μ,cf}fNf fV[f<sub>g,δ'</sub>]“ü,μ,Ü,·B

**[f][fNfV][fg] ([']"ü] fffj...[l)**

V,μ,çf[fNfV][fg,δA'δ,μ,½fV[fg,ì¶'α,É'}"ü,μ,Ü,·B



**[V,μ,cfOf%oft]**

Šù'è,ì'Ž®,á'Ý'è,<sup>3</sup>,ê,<sup>1/2</sup>V,μ,cfOf%oft,đì¬,μ,Ü,·B

## [Ž, ŠfA]

'đ, μ, ½Zf<, ©, çAfZf<, ÌŽ, ¾, ¯, ðíœ, μ, Ü, ·BfZf<, Ìà—e, Æf, , Í•ïX, ³, ê, Ü, ¹, ñBfOf%oft, ²'đ, ³, ê, Ä, ç, éê#A[Ž, ŠfA] f{f^f", ðfNfŠfbfN, ·, é, ÆA'đ, μ, ½fOf%oft—v'f, ÌŽ, ²íœ, ³, ê, Ü, ·B

[Ź, ò, è, t, ]

«Ÿ, ò, è, t, ] AfRfs [., μ, ½fZf<, ò, è, t, ], Ü, ·B

['l, ð'λ, è•t, ]

œ»Ÿ, ð'ð"í^í, É AfRfs [., μ, ½fZf<, ð'λ, ¾, -, ð"λ, è•t, -, Ü, · B

**[%E•úEü,ÖfRfs[]]**

'l'ð"í'í,ì[]'[-ñ,ìfZf<,ì"à—e,,"æ,Ñ[]'Ž®,ð[]A'l'ð"í'í,ì%E•úEü,ìfZf<,ÉfRfs[],μ,Ü,·[]B'l'ð"í'í,ì  
%E•úEü,Å,È,[]'úEü,ÉfRfs[],·,é,É,í[]A[•Ò[]W] f[]ffj...[][.ì [ftfBf<] fTfuf[]ffj...[][.É, ,é [[]'úEü,ÖfRfs[]]  
,ðfNfŠfbfN,μ,Ü,·[]B

**[%°•ûĈü,ÖfRfs[]]**

'l'ð"í'í,ìǎ'[[]s,ìfZf<,ì"à—e," ,æ,Ñ[]'Ž® ,ð[]A'l'ð"í'í,ì%°•ûĈü,ìfZf<,ÉfRfs[],μ,Û,·[]B'l'ð"í'í,ì  
%°•ûĈü,Å,È,ǎ•ûĈü,ÉfRfs[],,é,É,í[]A[•Ò[]W] f[]ff...[],ì [ftfBf<] fTfuf[]ff...[],É, ,é [ǎ•ûĈü,ÖfRfs[]]  
,đNfŠfbfN,μ,Û,·[]B

[= '}'"ü]

"™ [† (=) ,đ [Ž @fo [ ,É '}'ü,μ,Ü, ·B

[+ '}'“ü]

fvf%ofX<L□† (+) ,đ□”Ž®fo□[,É’}“ü,μ,Ü,·□B



[- ']'ü]

f}fCfifX<L□† (-) ,đ□"Ž@fo□[,É'}"ü,μ,Ü,·□B

**[\* ' } " ü]**

fAfXf^fšfXfN (\*),đ"Ž@fo[ ,É' } "ü,μ,Ü,·B

[/ '}"ü]

fXf%ofbfVf... (/) ,đ"Ž®fo[.É'}"ü,μ,Ü,·B

[^ '}"ü]

,x,«žZ,ì«L«t,Å, ,éfLfff«Efbfg (^) ,đ«ž"Ž®fo«[,É'}"ü,μ,Û,·«B

[¶, ©, Á, ± } "ü]

¶, ©, Á, ± [ ( ) , ð " Ž ® fo [ , É } "ü, µ, Ü, · B

**[%E, ©, Á, ±}“ü]**

%E, ©, Á, ± [ ) ] ,đ”Ž®fo[.É}“ü,μ,Ü,·B

[fRf“’}“ü]

fRf“ (:) ,đ“Ž@fo[ ,É’}“ü,μ,Ü,·B

[f]f“f} ‘}“ü]

f]f“f} (,) ,đ□“Ž@fo□[,É’}“ü,μ,Ü,·□B



[% '}"ü]

fρ[fzf"fg<L+ (%) ,đ"Ž@fo[,'}"ü,μ,Û,·B

[\$ '}"ü]

fhf<<L□t (\$) ,đ□"Ž®fo□[.É'}"ü,μ,Ü,·□B

[šÖ"“\,è•t, ]

šÖ" ,Æ,» ,ì'Ž® ,ì^ê— ,đ•\Ž| ,μA^ø" ,ì' ,đ'Ý'è,Å,« ,é,æ,ɣ,É,μ,Û ,·B

[•ŕŽš,İŠg'â/□k□~]

TrueType ftFhf“fg,İ•ŕŽš,İŠÔ,İŠÔŠu,đ□L,,Ü,½,Í<.,μ,Ü,·□B

[Žè‘,«•ŕŽš“ü—Í]

fjyf“”FŽ- ,ðŕ”Žš,Æ<â“Ç“\_ ,ÉŒÀ’è,μ,Û,·ŕB,±,ì,æ,œ,É,·,é,ÆŕAŕ”Žš,Æ•ŕŽš,ì”FŽ- fGf%ŕŕ[,ðŒ, ,ç,·,± ,Æ,â,Â,«,Û,·ŕB

## [ŠO~g]

'l'đ,μ,½fēfLjXfg□A'i—Ž□AfZf<□A□},È,Ç,lfufjWfFfNfg,ìžü^í,ìŠO~g,đ□A'Ç%oÁ,Ü,½,Íí□œ,μ,Ü,·□B

[Erü]

'δ,μ,½"í,ÉErü,δ'Ç%Á,μ,Ü,·B[Erü,ðíœ,·,é,É,ÍAf{f^f",δ,à,κ^è"xNfŠfbfN,μ,Ü,·B

**[%E€rü]**

'l'δ,μ,½"í^í,ì%E'[ ,É€rü,đ'Ç%Á,μ,Ü,·B%E€rü,đíœ,·,é,É,íAf{f^f" ,đ,à,æ^ê"xNfŠfbfN,μ,Ü,·B



[äErü]

'l'ð,µ,½"í^í,ìä'l,ÉErü,ð'Ç%Á,µ,Ü,·BäErü,ðíœ,·,é,É,ÍAf{f^f",ð,à,κ^è"xNfŠfbfN,µ,Ü,·B

**[%°“ñdErü]**

'l'đ,μ,½fZf<,ì%°'[,É“ñdErü,đ'Ç%°Á,μ,Ü,·B

%°“ñdErü,đíœ,·,é,É,íAf{f^f“,đ,à,æ^è“xfNfŠfbfN,μ,Ü,·B

["-,ç-Ô,©,~]

'l'ð,µ,½fZf<,ÆfOf%ftfBfbfN flfufWfFfNfg,ÉA"-,ç-  
Ô,©,~fpf^[]f",ðÝ'è,µ,Û,·B,½,¾,µA~gü,É,ÍÝ'è,µ,Û,¹,ñB

**[%oe]**

'l'δ,μ,½fufWfFfNfg,ÉA%oe,δ'Ç%oÁ,μ,Ü,·B

**[ 'É%ŸfXf^fCf< ]**

'l'ð,µ,½fZf<,É'É%ŸfXf^fCf<,ðŸ'è,µ,Û,·BWindows ,lfRf"fgf[f< fpflf<,l [ 'n^æ,lfvf[fpfefB] f\_fCfAfpfO  
f{fbfNfX,Å'l'ð,³,è,Ä,ç,é',É,æ,Á,ÄA[ 'É%ŸfXf^fCf< ] f{f^f",ðfNfŠfbfN,µ,½,Æ,«,ÉŸ'è,³,è,é'É  
%Ÿ'Ž®,ª•i,í,è,Û,·BfAfcRf",ª•i,í,ééé†,à, ,è,Û,·B

## [fp][fzf“fg fXf^fCf<]

'l'δ,μ,½fzf<"í^í,É□Afp□[fzf“fg fXf^fCf<,δ□ý'è,μ,Ü,·□Bfp□[fzf“fg fXf^fCf<,δ•ï□X,·,é,É,í□A[□'Ž®] f□fjf...  
□[.ì [fXf^fCf<] ,δŽg—p,μ,Ü,·□B

**[CE...<æ∅,èfXf^fCf<]**

'l'δ,μ,½fZf<"í^í,ÉACE...<æ∅,èfXf^fCf<,δÝ'è,μ,Ü,·BCE...<æ∅,èfXf^fCf<,δ•ïX,·,é,É,íA[∅'Ž®]  
f∅jf...∅[,ì [fXf^fCf<] ,δŽg—p,μ,Ü,·B

[\_~""\_•\Ź!€...ã,°]

'l'đ,μ,½fZf<,É•\Ź!,,é~""\_ ^È%º,ì€...",đ'â,μ,Û,·B




[□-□"□ \_•\Ź!CE...%oo°,°]

'l'δ,μ,½fZf<,É•\Ź!,,é□-□"□ \_^È%oo°,ìCE...□",δCE,,ς,μ,Û,·□B

[•¶íZ³]

•¶“à,ì•¶-@“l,ÈEë,è,Æ•¶í,ìfXf^fCf<,ì-â‘è,ðf`fFfbfN,μA□C□³Eó•â,ð•\Ž!,μ,Ü,·□B

**[Žæ, èÁ, μü]**

'l' ð, μ, ½ • ¶ Žš—ň, ÉŽæ, èÁ, μü, ð^ø, «, Ü, · BŠù, ÉA 'l' ð" í^í, ÉŽæ, èÁ, μü, ºY' è, º, ê, Ä, ç, é, Æ, «, ÉA   
.đfNfŠfjbfN, ·, é, ÆA 'Ž® , º%øðæ, º, ê, Ü, · B

[ftfHf“fg,ì□F]

'l'δ,μ,½•¶Žš—ň,ÉfNfŠfbfN,μ,½□F,δ□Ý'è,μ,Ü,·□B

**[fzf<,δCE<†,μ,Ä't%oo>'μ,i]**

• i□",i—x□Ú,·,ézfzf<,δCE<†,μ,Ä□A1  
,Ä,)fzf<,É,μ,Ü,·□BCE<†,μ,½fzf<,É,í□A'í'ð"í^í,i□¶□ä<+,)fzf<,)ff□[f^,¾,¯,ªŠÜ,Ü,ê□A't%oo>,É•\  
Ž,ª,ê,Ü,·□BCE<†,μ,½fzf<,fzf<ŽQ□Æ,í□A'í'ð"í^í,i□¶□ä<+,)fzf<,fzf<ŽQ□Æ,É,È,è,Ü,·□B

**[ftfHf“fg fTfCfY,İŞg‘â]**

'l'ð,µ,½•¶Žš—ñ,İftfHf“fg fTfCfY,ð□A[ftfHf“fg fTfCfY] f{fbfNfX,Å'l'ð,Å,«,é 1  
'iŠK'â,«,ÈfTfCfY,É•i□X,µ,Ü,·□B

**[ftfHf“fg fTfCfY,ìk~]**

'l'ð,µ,½•ŕŽš—ñ,ìftfHf“fg fTfCfY,ðA[ftfHf“fg fTfCfY] f{fbfNfX,Å'l'ð,Å,<,é 1  
'iŠK~<sup>3</sup>,ÈfTfCfY,É•ïX,µ,Û,·B

[c', «fLjXfg]

'l'đ,μ,½•ŕŽš—ň,đc',«,Å•\Ž!,μ,Ü,·B



**[¶ 90 "x%ñ"]**

'l'đ,μ,½•¶Žš—ñ,đ¶,É 90 "x%ñ"],³,¹,Ü,·BŠe•¶Žš,í[A%í],«,ì,Ü,Ü  
%º,©,çã,Éü,©,Á,Ä"z'u,³,ê,Ü,·B

**[%E 90 "x%ñ"]**

'l'đ,μ,½•¶Žš—ň,đ%E,E 90 "x%ñ"],³,¹,Ü,·BŠe•¶Žš,íA%i',«,ì,Ü,Üä,©,ç  
%º,Éü,©,Á,Ä"z'u,³,ê,Ü,·B

**[□¶%oE,É□®—ñ]**

'l'đ,μ,½• i□",ìfufufWfFfNfg,ì¶¶%oE,ìŠÔŠu,ª"™ ,μ,,È,é,æ,⌘,É□®—ñ,μ,Û,·□B

Word ,Û,½,Í PowerPoint ,Å□A'l'đ,μ,½fufufWfFfNfg,đ—pŽt,âfXf

%ofCfh,É□#,í,¹,Ä"z'u,,é,É,í□A[□}CE` ,l'²□®] f□fjf...□[ ,l ["z'u/□®—ñ] ,đf|fCf"fg,μ□A[—pŽt/fXf

%ofCfh,É□#,í,¹,é] ,đfNfŠfbfN,μ,Û,·□B

## [ftfš][fnf“fh]

□ì<Æ't, ìfEfBf“fhfE, Åfhf%ofbfO, μ, ½^Ê'u, É□Aftfš□[fnf“fh, ì□ü, ð•`, «, Ü, ·□BšJ, ç  
, ½□}CE`, ð□ì□¬, ·, é, É, í□A□í“\_, Åf}}fEfX, ìf{f^f“, ð—£, μ, Ü, ·□B•Â, ¶, ½□}CE`, ð□ì□¬, ·, é, É, í□AŽn“\_, É-  
ß, Å, Åf}}fEfX, ìf{f^f“, ð—£, μ, Ü, ·□B

**[fOf%oftfBfbfNfX,ì'í'ð]**

f}}fEfX f|fCf“f^,ìCE` ,ð\ŽšCE` ,É•ïX,μ,Ü,·Bì<Æ't,lfEfBf“fhfE,ÅŽlŠpCE` ,ð•` ,æ,α,Éfhf  
%ofbfO,·,é,ÆA,» ,l't,ÉŠÜ,Ü,é,élfufWfFfNfg,ð,·,×,Ä'í'ð,Å,« ,Ü,·B

[ '½Šp€ ]

ftfŠ [ftfH [f€, ì] } € ` , ð ì ñ , μ , Ü , · BftfŠ [ftfH [f€, í AftfŠ [fnf“fh, ì] } € ` , Æ '¼ ü , ð 'g , Ý ð † , í , ¹ , Ä • ` , « , Ü , · B

[“h,è,Â,Ô,μŽlŠpϵ`]

“h,è,Â,Ô,μ,½'•ûϵ`,â³•ûϵ`,ð•`,`«,Û,·B

["h,è,Â,Ô,μ'È%~]

"h,è,Â,Ô,μ,½'È%~,â%~,đ•`,`«,Ü,·□B



[“h,è,Â,Ô,μ%~œÊ]

“h,è,Â,Ô,μ,½%~œÊ,â%~,lfZfOf“fg,ð•`,`«,Ü,·B

**[“h,è,Â,Ô,μ<sup>1</sup>/<sub>2</sub>Špϵ` ]**

“h,è,Â,Ô,μ,½<sup>1</sup>/<sub>2</sub>Špϵ`,δ•`,`«,Û,·□B

["h,è,Â,Ô,μftfŠ[ftfH[f€]

"h,è,Â,Ô,μ,½ftfŠ[fnf"fh,ì'½Šp€` (ftfŠ[ftfH[f€) ,đ•`,`«,Û,·B

**[ftfHf“fg□F,ì•ï□X]**

ft□[fU□[,²f{f^f“,ðfNfŠfbfN,·,é,½,Ñ,É□A‘1’ð,μ,½•¶Žš—ñ,ì□F,ð•ï□X,μ,Ü,·□B**Shift** fL□[,ð  
%oÿ,μ,È,²,çf{f^f“,ðfNfŠfbfN,·,é,Æ□A•\Ž!,³,è,Ä,ç,é□F,ì□#□~,²<t,É,È,è,Ü,·□B

**[-ÊfOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,Í'í'ð,µ,½-,,ßž,ÝfOf%oft,Ìšù'¶,ì'Ž®,ð,·,×,ÄfNfŠfA,µA-ÊfOf  
%oft,ì'Ž®,ð'ý'è,µ,Ü,·Bf□□[fNfv□[fg,ìff□[f^"Í'í'ð,µ,½è#ÍA-ÊfOf%oft,ª-,,ßž,ÝfOf  
%oft,Æ,µ,Ä□i□-,³,è,Ü,·B

**[%oi- fOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'đ,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'ž®,đ,·,×,ÄfNfšfA,μA%oi- fOf  
%oft,ì'ž®,đ'ý'è,μ,Ü,·Bf[]fNfv[]fg,ìff[]f^"í'í'đ,μ,½è#íA%oi- fOf%oft,è-,,ßž,ÝfOf  
%oft,Æ,μ,Äi□-,³,è,Ü,·B

**[c- fOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'ð,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,ð,·,×,ÄfNfŠfA,μA c- fOf  
%oft,ì'Ž®,ð'ý'è,μ,Ü,·Bf[]fNfv[]fg,ìff[]f^"í'í,ð'í'ð,μ,½è# ,íA c- fOf%oft,²-,,ßž,ÝfOf  
%oft,Æ,μ,Äi-³,è,Ü,·B

[ĭ,Ÿă,°c- fOf%oft]

fAfNfefBfu fOf%oft,Ü,½,í'đ,μ,½-,,ßž,ŸfOf%oft,ìšù'¶,ì'Ž®,đ,·,×,ÄfNfŠfA,μAĭ,Ÿă,°c- fOf  
%oft,ì'Ž®,đ'è,μ,Ü,·Bf[]fNfv[]fg,ìff[]f^"í'đ,μ,½èê#,íAĭ,Ÿă,°c- fOf%oft,è-,,ßž,ŸfOf  
%oft,Æ,μ,Äi□-,³,ê,Ü,·B



**[Ü,êüfOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,Í'í'ð,µ,½-,,ßž,ÝfOf%oft,Ìšù'¶,ì'Ž®,ð,·,×,ÄfNfŠfA,µAÜ,êüfOf  
%oft,ì'Ž®,ð'ý'è,µ,Ü,·Bf[]fNfv[]fg,ìff[]f^"í'í'ð,µ,½è#,íAÜ,êüfOf%oft,ª-,,ßž,ÝfOf  
%oft,Æ,µ,Äi□-,³,ê,Ü,·B

**[%~fOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'ð,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,ð,·,×,ÄfNfŠfA,μA%~fOf  
%oft,ì'Ž®,ð'ý'è,μ,Ü,·Bf[]fNfv[]fg,ìff[]f^"í'í'ð,μ,½èè#,íA%~fOf%oft,³-,,ßž,ÝfOf  
%oft,Æ,μ,Äi□-,³,è,Ü,·B

**[3-D -ĚfOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'đ,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,đ,·,×,ÄfNfŠfA,μA3-D -ĚfOf  
%oft,ì'Ž®,đ'è,μ,Ü,·BfV[fNfV[fq,ìff[f^"í'í'đ,μ,½è#íA3-D -ĚfOf%oft,a-,,ßž,ÝfOf  
%oft,Æ,μ,Äi-³,è,Ü,·B

**[3-D %oi- \_fOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'đ,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,đ,·,×,ÄfNfŠfA,μA3-D %oi- \_fOf  
%oft,ì'Ž®,đ'ý'è,μ,Ü,·BfV[fNfV[fq,ìff[f^"í'í'đ,μ,½è#,íA3-D %oi- \_fOf%oft,è-,,ßž,ÝfOf  
%oft,Æ,μ,Äi-³,è,Ü,·B

**[3-D W#c- fOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'ð,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,ð,·,×,ÄfNfŠfA,μA3-D W#c- fOf  
%oft,ì'Ž®,ð'è,μ,Ü,·BfV[fNfV[fq,ìff[f^"í'í,ð'ð,μ,½è#íA3-D W#c- fOf%oft,²-,,ßž,ÝfOf  
%oft,Æ,μ,Äi-³,ê,Ü,·B

**[3-D c- fOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'đ,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,đ,·,x,ÄfNfŠfA,μA3-D c- fOf  
%oft,ì'Ž®,đ'è,μ,Ü,·BfV[fNfv[fq,ìff[f^"í'í'đ,μ,½è#íA3-D c- fOf%oft,²-,,ßž,ÝfOf  
%oft,Æ,μ,Äi-³,ê,Ü,·B

**[3-D Ü,êüfOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'ð,µ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,ð,·,×,ÄfNfŠfA,µA3-D Ü,êüfOf  
%oft,ì'Ž®,ð'ý'è,µ,Ü,·BfV[fNfv[fq,ìff[f^"í'í'ð,µ,½è#íA3-D Ü,êüfOf%oft,²-,,ßž,ÝfOf  
%oft,Æ,µ,Äi-³,ê,Ü,·B

**[3-D %~fOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'đ,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,đ,·,×,ÄfNfŠfA,μA3-D %~fOf  
%oft,ì'Ž®,đ'è,μ,Ü,·BfV[fNfV[fg,ìff[f^"í'í'đ,μ,½è#íA3-D %~fOf%oft,²-,,ßž,ÝfOf  
%oft,Æ,μ,Äi-³,è,Ü,·B



**[ŽU•z]}**

fAfNfefBfu fOf%oft,Ü,½,í'í'đ,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,đ,·,×,ÄfNfŠfA,μAŽU•z}  
.ì'Ž®,đÝ'è,μ,Ü,·Bf[fNfV[fg,ìf[f^"í'í,đ'í'đ,μ,½è#,#,íAŽU•z},è-,,ßž,ÝfOf  
%oft,Æ,μ,Äi-³,è,Ü,·B

**[3-D “™ □,üfOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'ð,μ,½-,,β□ž,ÝfOf%oft,ìšù'¶,ì'Ž®,ð,·,×,ÄfNfŠfA,μ□A3-D “™ □,üfOf  
%oft,ì'Ž®,ð'ý'è,μ,Ü,·□Bf□□[fNfv□[fg,ìff□[f^"í'í'ð,μ,½□è□#,í□A3-D “™ □,üfOf%oft,ª-,,β□ž,ÝfOf  
%oft,Æ,μ,Ä□i□¬,³,ê,Ü,·□B

## [fœ][f\_][f`ff][fg]

fAfNfefBfu fOf%oft,Ü,½,í'í'ð,μ,½-,„,ßž,ÝfOf

%oft,ìšù'¶,ì'Ž®,ð,·,×,ÄfNfŠfA,μAfœ[f\_][f`ff][fg,ì'Ž®,ð'ý'è,μ,Ü,·Bf[fNfV][fg,ìf^[f^'í'í,ð'í'ð,  
μ,½é¶,íAfœ[f\_][f`ff][fg,ª-,„,ßž,ÝfOf%oft,Æ,μ,Äi-,³,è,Ü,·B

**[• i#fOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'đ,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,đ,·,×,ÄfNfŠfA,μA• i#fOf  
%oft,ì'Ž®,đ'ý'è,μ,Ü,·Bf□□[fNfv□[fg,ìff□[f^"í'í'đ,μ,½è#íA• i#fOf%oft,è-,,ßž,ÝfOf  
%oft,Æ,μ,Ä□i□-,³,è,Ü,·□B

**[Š"‰žf`ff[]fg (o—^[], - [], 'l - ^À'l - []'l)]**

fAfNfefBfu fOf%oft,Ü,½,í'l'đ,μ,½-,,ß[]ž,ÝfOf%oft,ìšù'¶,ì[]'Ž®,đ,·,×,ÄfNfŠfA,μ[]A[]o—^[], - [], 'l - ^À'l - []'l,đ•\,·Š"‰žf`ff[]fg,ì[]'Ž®,đ[]Ý'è,μ,Ü,·[]Bf[][]fNfV[]fg,ìff[]f^"í^í,đ'l'đ,μ,½[]è[]‡,í[]AŠ"‰žf`ff[]fg,è-,,ß[]ž,ÝfOf%oft,Æ,μ,Ä[]ì[]¬,³,è,Ü,·[]B

**[•W€fOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,Í'í'đ,μ,½-,,ßž,ÝfOf%oft,đ•W€fOf%oft,É•İX,μ,Ü,·B

**[fOf%oft fEfBfU[fh]**

fOf%oft fEfBfU[fh,δ<N“ @,μ,Ü,·BExcel ,Å,íA•W€,ìŽí—p,lfOf%oft,đŽg,Á,Ä-,,,ßž,ÝfOf  
%oft,đ□i□¬,μ,½,è□A'í'đ,μ,½fOf%oft,đ•W€,ìŽí—p,lfOf%oft,É•í□X,μ,½,è,μ,Ü,·BGraph ,Å,íA'í'đ,μ,½fOf  
%oft,đ•W€,ìŽí—p,lfOf%oft,É•í□X,μ,Ü,·B

[“”IŽ²-Ú·ü]

“”IŽ²-Ú·ü,ì·\Ž!,Æ”ñ·\Ž!,ðØ,e’Ö,!,Ü,·B



**[€-ÚŽ²-Ú·ü]**

€-ÚŽ²-Ú·ü, ÿ, ž, Æ"ñ, ž, ð, ø, è, ö, ï, ü, ·, B

**[-]-á]**

fjvfjfbfg fGfŠfA,ì%E'x,É-}—á,đ'Ç%Á,μA-}-á,lfTfCfY,É#i,1,Äfjfbfg  
fGfŠfA,lfTfCfY,đ'2@,μ,Ü,·BŠù,ÉfOf%ft,É-}-á,•Ž!,è,Ä,ç,é,Æ,«,ÉA[-]-á] ,đfNfŠfbfN,·,é,ÆA-}  
—á,ííœ,è,Ü,·B

[fAfEfgf%ofCf“<L□t,ì•\Ž!]

fAfEfgf%ofCf“,đ□\□¬,μ□Af□□[fNfV□[fg,ÉfAfEfgf%ofCf“<L□t,đ•\Ž!,μ,Ü,·□BŠù,ÉfAfEfgf%ofCf“<L□t,²•\Ž!,³,è,Ä,ç,é,Æ,«,É□A[fAfEfgf%ofCf“,ì•\Ž!] ,đfNfŠfjfN,·,é,Æ□AfAfEfgf%ofCf“<L□t,í”ñ•\Ž!,É,È,è,Ü,·□B

[%oÂž<fZf<,ì'í'ð]

'í'ð''í'í,ì%oÂž<fZf<,¼, -,ð'í'ð,μ,Ü,·□B''ñ•\

Ž!,ìfZf<,í'í'ð,³,è,Ü,¹,ñ□B'í'ð''í'í,É'í,μ,Ä□s,Á,½•ï□X,í□A'í'ð''í'í"à,ì"ñ•\Ž!,ìfZf<,É%oe<¿,μ,Ü,¹,ñ□B

**[fAfnfefBfu fZf<-ì^æ,ì'í'ð]**

fAfnfefBfu fZf<,ðšÜ,pA<ó''',Å,È,tfZf<,Å\□-,&sup3,e,éŽšpE` ,ì"í'í,ð'í'ð,μ,Ü,·□B'í'ð"í'í,í□A<ó''',ì□s,Æ-  
ñ,Å^í,Ü,è,½ff□[f^,ì"í'í,É,È,è,Ü,·□B

**[fEfBf“fhfE~g,ìCEÀ'è]**

□ì<Æ't,ìf□□[fNfV□[fg,ì□ä•“fEfBf“fhfE~g□A□¶•“fEfBf“fhfE~g□A,Ü,½,í,»),ì—¼•û,ðCEÀ'è, ,é,ç,í  
%øð□œ,μ,Ü,·□B[fEfBf“fhfE~g,ìCEÀ'è] ,ðŽg,κ,Æ□A□f□□[fNfV□[fg,ðfXfNf□□[f<,μ,Ä,ç,éŠÔ,à□A□sCE©□o,μ,â  
—ñCE©□o,μ,²□í,É•\Ž!,³,ê,é,æ,κ,É□Ý'è,À,«,Ü,·□Bf□□[fNfV□[fg,Ä□sCE©□o,μ,â—  
ñCE©□o,μ,ðCEÀ'è,μ,Ä,à□A^ó□ü,É,í%œ<¿,μ,Ü,¹,ñ□B

**[%œ-Ê•\Ž;Šg'å]**

fV[fNfV[fgAfOf%oft fV[fgA,Ü,½,ÍOf%oft,ì\Ž!" {—|,đ 1 'iŠK'å,«,μ,Ü,·BfV[fg,đŠg'å,μ,Ä\Ž!,μ,Ä,àA^óü,É,Í%œ<¿,μ,Ü,<sup>1</sup>,řB

**[%œ-Ê•\Ž!k-]**

fNfV[fgAfOf%oft fV[fgA,Ü,½,íOf%oft,ì•\Ž!“{-|,đ 1 ‘iŠK-,³,,μ,Ü,·BfV[fg,đk-,μ,Ä•\  
Ž!,μ,Ä,àA^óü,É,í%œ<¿,μ,Ü,¹,řB



**[f]v[f]f“ f{f^f”] ([f]H[f]€] fc[f]fo[l]**

f[f]NfV[f]g[f]Af\_fCfAf[f]O fV[f]g[f]A,Ü,½,ÍOf%oft,Éf]f]v]f]f]f]“ f{f^f”,ð[f]¬,μ,Ü,·B

**[fXfNf][f< fo[] (lftH[f€] fc[f:fo[])**

f[]fNfV[]fg,Ü,½,ÍOf%oft,ÉfXfNf[]f< fo[],đ[]¬,μ,Ü,·B

**[fŠXfg f{fbfNfX] ([ftfH[f€] fc[f:fo[l)**

f[fNfV[fq,Ü,½,ÍOf%oft,ÉfŠXfg f{fbfNfX,ð[f-μ,Ü,·B

**[fh][fjfc fOf%oft]**

fAfNfefBfu fOf%oft,Ü,½,í'í'đ,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž®,đ,·,x,ÄfNfŠfA,μAfh[fjfc fOf  
%oft,ì'Ž®,đ'è,μ,Ü,·Bf[fNfv[fq,ìff[f^"í'í'đ,μ,½èè#,íAfh[fjfc fOf%oft,ª-,,ßž,ÝfOf  
%oft,Æ,μ,Äi-³,è,Ü,·B

**[ŽQÆæfgfCE[fX-î^ó,ìíœ]**

̀<Æ't,ìf[fNfV[fq,ìŽQÆæfgfCE[fX-î^ó,ðAÅ,à%“,ç,à,ì,©,ç 1

fCEfxf<•íœ,μ,Û,·BŽŸ,ìfCEfxf<,ìfgfCE[fX-î^ó,ðíœ,·,é,É,íAf{f^f“,ð,à,π^ê“xfNfŠfbfN,μ,Û,·B

[ŽQÆæ,lgfCE[fX]

fAfNfefBfu fZf<, ©, ç AfAfNfefBfu fZf<, đŽQÆ, , , é"Ž®, Ö, lgfCE[fX-î^ó, đ•` , «, Ü, · BfAfNfefBfu  
fZf<, đŠÔÚ"i, ÉŽQÆ, , , éfZf<, đ'², x, é, É, í Af{f^f" , đ, à, x^ê"xfNfŠfbfN, μ, Ü, · B

[ŽQÆCE³fgfCE[fX-î^ó,ìíœ]

î<Æ't,ìfV[fg,ìŽQÆCE³fgfCE[fX-î^ó,ðAÅ,à%“,ç,à,ì,©,ç 1 fCEfxf•ªíœ,μ,Û,·B

[., ×, Ä, ð] fX-î ó, ð

fNfV[f, ð, ×, Ä, ð] fX-î ó, ð, µ, ð, B



[f□f,,ì“Y•t]

•¶Žš—ň,Ü,½,í%°¹□°,ìf□f,,đfZf<,É“Y•t,μ,Ü,·□B

**[ftf@fcf.,iXV]**

“Ç,ÝŽæ,èè—pftf@fcf<,ðAÅÆã,É•Ù’¶,³,è,½“à—e,ÅXV,μ,Ü,·B,Ü,½A“Ç,ÝŽæ,èè—p,Å,È,ç<κ—  
LjufbfN,i·iX,ð•Ù’¶,·,é’O,ÉA¼,}ft[fU[,É,æ,Á,Äs,i,è,½•iX,ðXV,μ,Ü,·B

[“Ç,ÝŽæ,èé—p,ìÝ’è/%øðœ]

ftf@fCf<,ì“Ç,ÝŽæ,èé—p,ì’@«,ðÝ’è,Ü,½,Í%øðœ,μ,Ü,·B

**[fsf{fbfgfe[]fuf< fEfBfU[]fh]**

fsf{fbfgfe[]fuf< fEfBfU[]fh,¨,æ,Ñfsf{fbfgfOf%oft

fEfBfU[]fh,ð<N"®,µ,Û,·BŠù'¶,ìfsf{fbfgfe[]fuf<•ñ[][],ð•ï[]X,·,é,±,Æ,ª,Å,«,Û,·B

## [f][g][Bf^]

fsf{fbfgfe[fuf< fCef|[fg"à,ÅftfB[f<fh,Ü,½,lfAfCfef€,²'1'ð,³,è,Ä,ç,éèèè,íA,±,lfRf}f"fh,ðŽg—p,Å,«,È,ç,±,Æ,ª,è,Ü,·Bfsf{fbfgfe[fuf< fGfŠfAŠO,lfZf<,ðfNfŠfbfN,μA[f][fgftfBf<f^] ,ð,à,x^è"xfnfŠfbfN,μ,Ä,-,¾,¾,çB,Ü,½AfufbfN,ª•ÚCEì,³,è,Ä,ç,½,è<κ—L,³,è,Ä,ç,éèèè,àA,±,lfRf}f"fh,ðŽg—p,Å,«,È,ç,±,Æ,ª,è,Ü,·BÜÜ×,É,Ä,ç,Ä,íA[fwf<fv] fffj...[,ì [Microsoft Excel fwf<fv] ,ðfNfŠfbfN,μA—Ü"i,ì<@"\ ,ðCEÿð,μ,Ä,,¾,¾,çB

[ff[f^,]XV]

WCEvCE<sup>3</sup>ff[f^,]i•iX,É#,í,¹,Äfsf{fbfgfe[fuf< fCEf][fg,Ü,½,Ífsf{fbfgfOf%oft fCEf][fg,]ff[f^,]ðXV,µ,Ü,·B,Ü,½Af[fNfV][fgä,]ŠO•”ff[f^”í^í,àXV,µ,Ü,·B

[ftfB[f<fh,ìY'è]

□-CEv□A•À,x'Ö,iflvfVf#f"□AfCfCfAfEfgfIfvVf#f",È,Ç□Afsf{fbfgfe□lfuf< fCef|□lfg,Ü,½,Ísf{fbfgfOf%oft  
fCef|□lfg,Å'!δ,μ,½ftfB[f<fh,ìY'è,δ•ï□X,μ,Ü,·□B

[fy][fW,ì•Ž:]

fsf{fbfgfe[fuf<,ìfy[fW ftfB[f<fh,ìŠefy[fW,đA“”,¶fufbfN,ìV,μ,çf[fNfV[fG,É•Ž!,μ,Ü,·B



**[Ú×ff[f^,ì\Ž!]**

fsf{fbfgfe[fuf< fCef|f|fg,Å,íA'í'ð,μ,½fZf<,ìÚ×ff[f^,Žg—p%Å"\,Èé#,íA,»,é,ð\Ž!,μ,Ü,·B

fsf{fbfgfOf%oft fCef|f|fg,Å,íA'í'ð,μ,½ftfB[f<fh,Ü,½,íAfCfef€,ìÚ×ff[f^,Žg—p%Å"\  
,Èé#,íA,»,é,ð\Ž!,μ,Ü,·B

fAfEfjf%ofCf“,ðì¬,μ,½f[fNfV[f|fg,Å,íA'í'ð,μ,½WCEv[s,âWCEv—ñ,ìŠî,Æ,È,é[s,â—ñA,Ü,½,í”ñ\  
Ž!,ìÚ×ff[f^,ì[s,â—ñ,ð\Ž!,μ,Ü,·B

**[fGf%o[L,lfgfCE[fX]**

fAfNfefBfu fZf<,ª #VALUE ,â #DIV/0 ,È,Ç,lfGf%o[l',ðŠÛ,þêþ,ÉAfGf%o[L,ìCE  
´^ö,Æ,È,Á,½fZf<,©,çfAfNfefBfu fZf<,ÉfgfCE[fX-î^ó,ð•`,`«,Ü,·B

[Úx,ǎŽ!,μ,È,č]

fsf{fbfgfe[fuf<,Ü,½,ífsf{fbfgfOf%oft,ÅA•Ž!,³,è,Ä,č,éÚx^f^,ǎ"ñ•Ž!,É,μ,Ü,·B

fAfEfgf%ofCf",ǎ)ï¬,μ,½f[fNfV[fg,Å,íA'!ǎ,μ,½WЄv[s,Ü,½,íWЄv—ñ,ìAÚx^f^,ì[s,Ü,½,í  
—ñ,ǎ"ñ•Ž!,É,μ,Ü,·B

**[Ā%º,É®—ñ]**

'l'đ,μ,½• i" ,lfufWfFfNfg,Ā%º,ĪŠŮšu,™ ,μ,,È,é,æ,ɣ,É®—ñ,μ,Û,·B

Word ,Û,½,Í PowerPoint ,ÅA'l'đ,μ,½lfufWfFfNfg,đ—pŽt,âfXf

%ofCfh,É#,í,¹,Ä"z'u,,é,É,ĪA[}CE` ,l'²®] fff...[ ,l ["z'u/®—ñ] ,đf|Cf"fg,μA[—pŽt/fXf

%ofCfh,É#,í,¹,é] ,đNfŠfbfN,μ,Û,·B

[.,x,Ä,ì·`%æflufWfFfNfg,ð'ì'ð]

□ì<Æ't,ìftf@fCf<,ì.,x,Ä,ì·`%æflufWfFfNfg,ð'ì'ð,μ,Ü,·□B

**[fOf<[fv f{fbfNfX] ([ftfH[f€] fc[f<fo[]]**

f[]fNfV[]fg,Ü,½,ÍOf%oft,ÉfOf<[fv f{fbfNfX,ð[]¬,μ,Ü,·[]B

**[Xfsf" f{f^f"}] (ftfH[f€] fc[f·fo[]]**

f[]fNfV[]fg,Ü,½,ÍOf%oft,ÉfXfsf" f{f^f",ð[]¬,μ,Ü,·[]B

[f^fu fl[f\_[]]

ftfH[f€ ,Å **Tab** fL[],đ%oŸ,μ,½,Æ,«,ÉfAfNfefBfu,É,·,éfRf“fgf[]f<,l[]#[]~,đ[]Ý'è,μ,Ü,·[]B



[f\_fCfAf□fo, iŽÀ□s] ([ftfH□[f€] fc□[f◊fo□])

f\_fCfAf□fo fV□[fg, Å•Ò□W't, i\_fCfAf□fo f{fbfNfX, đŽÀ□s, μ, Ü, ·□B

**[fŠXfg fGffBfbfg fRf“f{ f{fbfNfX] ([ftfH[f€] fc[f<fo[]]**

f\_CfAfO fV[fq,ÉfŠXfg fGffBfbfg f{fbfNfX (fŠXfg f{fbfNfX,ÆfGffBfbfg f{fbfNfX,ì'g,Ý±,í,¹)  
,ðì¬,μ,Ü,·B

[f,fWf...[f<,l'}“ü]

V<K Visual Basic f,fWf...[f<,đA'l'đ,μ,½fV[fq,ìq'x,É'}“ü,μ,Ü,·BfufbfN,šJ,č,Ä,č,È,č,Æ,«,É,±  
,lf{f^f“,đfNfŠfbfN,·,é,ÆA1 ,Â,lf,fWf...[f< fV[fq,¾,¯,šÜ,Ü,é,V<KfufbfN,šìq-¯,¾,è,Ü,·B

**[fufWfFfNfg fuf%°fEfU]**

□\<Æ't,lfufbfN,ÅŽg—p%°Å" \.È□A,Ü,½,Í Excel ,É“Ç,Ý□ž,Ü,è,Ä,ç,éfvf□V□[fWff□AfIfufWfFfNfg□Af□\fbfh□Afvf□fpfefB□A,“,æ,Ñ'è□”,ð•\Ž!,μ,Ü,·□B

[f[]fj...[] fGfffBf^]

fufbfN,lf[]fj...[] fo[]A[]f[]fj...[]A[]f[]fj...[][-ÚA,Ü,½,ÍTfuf[]fj...[][-Ú,ð•ÒW,µ,Ü,·B

**[fhf]fbfv f\_fEf" fRf"f{ f{fbfNfX] ([ftfH[f€] fc[f<fo[D]**

f\_fCfAf[fO fV[fq,Éfhf]fbfv f\_fEf" fRf"f{ f{fbfNfX (fhf]fbfvf\_fEf" fŠfXfg f{fbfNfX,ÆfGfffBfbfg  
f{fbfNfX,ì'g,Ý[#,í,¹) ,ð[[-,μ,Ü,·[B

[f%xf] ([ftH[f€] fc[f<fo])

f[fNfV[fgAf\_fCfAfO fV[fgA,Ü,½,ÍOf%ft,Éf%xf<,ðì¬,μ,Û,·B

【íœ】

'í'đ,μ,½fufWfFfNfg,đíœ,μ,Û,·BOutlook ,ìê#,íA'í'đ,μ,½fAfCfef€,đfrf...  
[ , ©,çíœ,μAíœí,ÝtfHf<f\_É^Ú"®,μ,Û,·B



[ft][fU][[Y'è]

ft[fU][[Y'è,lf{f^f" fCf[fW,Å,·BfRf}f"fh,âf}fNf"™,đŠ,,è"-,Ä,é,±,Æ,ª,Å,«,Ü,·B

[ft][fU][[Y'è]

ft[fU][[Y'è,lf{f^f" fCf[fW,Å,·BfRf}f"fh,âf}fNf"™,đŠ,,è"-,Ä,é,±,Æ,ª,Å,«,Ü,·B

[ft][fU][[Y'è]

ft[fU][[Y'è,lf{f^f" fCf[fW,Å,·BfRf}f"fh,âf}fNf"™,đš,,è"-,Ä,é,±,Æ,ª,Å,«,Ü,·B

[ft][fU][[Y'è]

ft[fU][[Y'è,lf{f^f" fCf[fW,Å,·BfRf}f"fh,âf}fNf"™,đŠ,,è"-,Ä,é,±,Æ,ª,Å,«,Ü,·B

[ft][fU][[Y'è]

ft[fU][[Y'è,lf{f^f" fCf[fW,Å,·BfRf}f"fh,âf}fNf"™,đŠ,,è"-,Ä,é,±,Æ,ª,Å,«,Ü,·B

[ft][fU][[Y'è]

ft[fU][[Y'è,lf{f^f" fCf[fW,Å,·BfRf}f"fh,âf}fNf"™,đŠ,,è"-,Ä,é,±,Æ,ª,Å,«,Ü,·B

**[fOjŠfbfh] ([ftfH[f€] fc[f<fo[l)**

f[fNfV[fq,Ü,½,Í\_fCfAf[fO fV[fq,ÅAftfH[f€,lfufWfFfNfjg,ì”z’u,ÉŽg,xfOjŠfbfh,ì•\Ž!,Æ”ň•\  
Ž!,ð∅,è’Ö,!,Ü,·B

**[ŽQÆ³, ðgf[fX]**

fAfNfefBfu fZf<, ð"Ž@, ¼Úff[f^, ðŽQÆ, , éfZf<, ©, çgf[fX-ô, ð•`, «, Ü, ·BfAfNfefBfu  
fZf<, ð"Ž@, ŠÔÚ"i, ÉŽQÆ, , éfZf<, ©, çgf[fX-ô, ð•`, , É, ÍAf{f^f", ð, à, æ^è"x fNfŠfjN, µ, Ü, ·B



[ñfEjBf“fhfE,ì\Ž!]

'l'đ,μ,½fZf<,ÉŠÖ,·,éÚ×,Èî•ñ,đ•Ž!,μ,Ü,·B

**[fR[fh,ì•ÒW] ([ftfH[f€] fc[f·fo[L)**

'l'δ,μ,½fufWfFfNfg,ìR[fh,δ•ÒW,Ü,½,íì¬,μ,Ü,·B

[f\_fCfAf\_fO,ì'}“ü]

□V<Kf\_fCfAf\_fO fV□[fg,ð□A'ì'ð,μ,½fV□[fg,ì□¶'α,É'}“ü,μ,Ü,·□B

**[ff[f^fV[fq,ì•\Ž!]**

ff[f^,ì•ÒW,âŽ@Ÿ'è,ðs,π,½,ß,lf[f^fV[fq fEfBf"fhfE,ð•\Ž!,μ,Û,·B"Æ—s,μ,½fOf  
%oft,afEfBf"fhfE,É•\Ž!,³,è,Ä,ç,éèè#Af[f^fV[fq fEfBf"fhfE,í•\  
Ž!,³,è,½,Û,Û,É,È,è,Û,·B,½,¾,μAfAfVfŠfP[fVf#f" fhfLf...f[f"fg,ÄA'¼ÚfOf%oft,ð'€i,μ,Ä,ç  
,éèè#Af[f^fV[fq fEfBf"fhfE,íAfOf%oft,âÄ%,Éi,³,è,½,Æ,«,ì,Ý•\Ž!,³,èAfOf  
%oft,ðfNfŠfbfN,μ,ÄfAfNfefBfu,É,·,é,ÆAf[f^fV[fq fEfBf"fhfE,í•Ä,¶,ç,è,Û,·B



## [%üfy[fW]

'l'δ,μ,½Zf<,ìã,É%üfy[fW,δ'}“ü,μ,Ü,·B”C^Ó,É'}“ü,μ,½%üfy[fW,É—×Ú,μ,½Zf<,δ'l'δ,·,é,ÆA,±  
,lfRf}f“fh,í [%üfy[fW,ì%δœ] ,É,È,è,Ü,·B

## [fc][f< ffbfN]

'¼,ìfc][f<,²'ì'ð,³,è,é,Û,ÅA1 ,Â,ìRf"fgf][f< fc][f<,ðf][fbfN,μ,Û,·BfRf"fgf][f<  
fc][f<,ðNfŠfbfN,μAftfH][f€,âfCF][fg,ÉfRf"fgf][f<,ð"z'u,·,é'O,ÉA[fc][f< ffbfN]  
,ðNfŠfbfN,μ,Û,·B,±,ì,æ,æ,É,·,é,ÆAftfH][f€,âfCF][fg,ÉA"~,¶Ží—P,ìRf"fgf][f<,ð'±  
,·,Ä][f<—,Ä,«,Û,·B

[f}fNf, iŽÀs]

Šù'¶, i}fNf, ðŽÀs, μ, Ü, ·B, Ü, ½AWord , ì'g, Ýž, ÝRf}f"fh, ðf}fNf, Æ, μ, ÄŽÀs, ·, é, ±, Æ, à, Å, «, Ü, ·B



**["fifvfVf#f"] (["fc["f<"] f["fjf...["[")**

Office fAfvfŠfP["fVf#f",ì^óüüA•ÒW["AfXfyf< f`fFfbfN["A,Ü,½,Í,»,ì'¼,ìfifvfVf#f",É,Â,ç  
,Ä,ì["Ý'è,ð•ï["X,μ,Ü,·["B

[fpf%of[f^/fNfGfŠ fpf%of[f^]

ŽÀsŽž,ÉAŠoðCE,ð"ü—í,·,é,½,ß,lf{fbfNfX,ð•\Ž|,·,é"Á'è,ìŽí—  
p,lfNfGfŠ,É'í,·,élfvfVf#f",ðŽw'è,μ,Ü,·Bfpf%of[f^ fNfGfŠ,Á,íA"ü—  
í,³,è,½ðCE,ðŽg,A,ÁAfe[fuf,âfNfGfŠ,©,çff[f^,ð'So,μ,Ü,·B

【,³】

'l'δ,μ,½s,ì,,³,ð•ïX,μ,Ü,·B□s“à,ì 1 ,Â,ìfZf<,ðfNfŠfbfN,·,é,¾,¯,Å□A,»,ì□s'S'ì,ì,,³,ð•ïX,Å,«,Ü,·BExcel  
,Å,í□A,±,ìfRf}f“fh,í□A f□□[fNfV□[fg,ª•Û€ì,³,é,Ä,ç,é□é□#,ÍŽg—p,Å,«,Ü,¹,ñ□B

**[•]**

'I'δ,μ,½—ñ,ì•,δ•ïX,μ,Ü,·B—ñ“à,ì 1 ,Â,ìfZf<,ðfNfŠfbfN,·,é,¾,¯,ÅA,»,—  
ñ'S'ì,ì•,δ•ïX,Å,«,Ü,·BExcel ,Å,íA,±,ìfRf}f“fh,íAf□□[fNfV□[fg,•ÜÆì,³,è,Ä,ç,éêëñ,íŽg—  
p,Å,«,Ü,¹,ñB

## [fOfŠfbfh]

fIfufWfFfNfg,ì"z'u,ÉŽg,xfOfŠfbfh,ì•\Ž|,Æ"ñ•\Ž|,đ□Ø,è'Ö,|,Ü,·□B

**[lfufWfFfNfg] (['] "ü] f[]ff...[]]**

- ` %æf lfufWfFfNfg ACEø%ÊfefLfXfg A,Ü,½,Í"Ž@,È,Ç,lfufWfFfNfg,ðf[]\f<,î^Ê'u,É'} "ü,µ,Ü,·[]B

## [fOfŠfbfh]

[fOfŠfbfh] , ²'¹'ð,³,ê,Ä,ç

,éê±,ÉAfIfufWfFfNfg,âfI[fgfVfFfCfv,ðì¬,µ,½,èA^Ú"® ,·,é,ÆAfIfufWfFfNfg,ÍAÅ,à&,çfOfŠfbfh  
,É±,í,¹,Ä"z'u,³,ê,Ü,·BExcel ,Ä,ÍAfIfufWfFfNfg,ÍAfZf<,ì«ŠEü,É"z'u,³,ê,Ü,·B

[fOfŠfbfh,É†,í,¹,é]

'l'ð,µ,½fufWfFfNfg,ìTfCfY,ðOfŠfbfh,É†,í,¹,Ä•ïX,µ,Ü,·B



[f][g][f][f]

f,ff€,đŽg—p,μ,Ä,č,éê#AŽw'è,μ,½“d~b”Ô†,ÉŽ©“@“l,Éf\_fCf,,f<,μ,Û,·B

**[ŽŸ,ðŸõ] ([•òW] fffj...)**

-ú"l,ì•Ÿš—ñ,ÆŽŸ,É^é'v,·,é,à,ì,ðŸõ,μ,Û,·B

**[•i□»] ([•Ò□W] f□jf...□[**

'l'đ,μ,½fufWfFfNfg,lfRfs□[.đ,·,î,â,□ì□¬,μ,Û,·□B“~,¶fufWfFfNfg,lfRfs□[.đ,<sup>3</sup>,ç,É□ì□¬,·,é,É,Í□A[•i□»]  
,đ,à,x^ê“xfNfŠfbfN,μ,Û,·□B

**[fTfCfY, iž " @ ' 2 @ ] (lfCfCfAfEfg) f f j f ... [ ]**

fy [fW, lTfCfY, É #, í, 1, ÄfRf "fgf [f<, lTfCfY, ð' 2 @, µ, Ü, · Bft [fU [, afy [fW, lTfCfY, ð • i X, ·, é, Æ A V, µ, cf  
TfCfY, É #, í, 1, ÄfRf "fgf [f<, lTfCfY, a' 2 @, 3, é, Ü, · BfRf "fgf [f<, a \ Ž i, µ, «, é, È, ç ê #, í AfXfNf [f< fo [, a \  
Ž i, 3, é, Ü, · B

[fʋfšf“f^Ÿ'è] ([•\ž:] fñjif...l)

<K'è,lfvfšf“f^,ª•\ž:,³,eñAfvfšf“f^,lfvfñpfefB,ðŸ'è,Å,«,Ü,·ñB



**[fAf%oo][f€]**

'l'δ,μ,½—\`è,ÉfAf%oo][f€,δ[Ý'è,μ,½,è%δœ,μ,½,è,μ,Ü,·B

[‘å,«,çfAfCfRf“]

ftf@fCf<,ÆfAfCfef€,ð‘å,«,çfAfCfRf“,Å•\Ž|,μ,Ü,·□B



**[□¬,³,¢fAfCfRf“]**

ftf@fCf<,ÆfAfCfef€;δ□¬,³,¢fAfCfRf“,Å•\Ž!,μ,Ü;·□B

[^ê—]

ftf@fCf<,ÆfAfCfef€,îê—,đ•\Ž|,μ,Û,·□B

[ϕ'μ,ι] ([ϕ}ϵ',ι²⊗] - [z'u/⊗-ñ] fTfufϕjf...ϕ[

'l'δ,μ,½• iϕ",lfufWfFfNfg,ìϕ'[,δ'μ,ι,Äϕc,É"z'u,μ,Ü,·ϕB

[%E'μ,;] ([[]}CE`,i'²[]®] - [ "z'u/[]@—ñ] fTfuf[]fjf...[]]

'l'δ,μ,½•;[]",lfjfufWfFfNfg,i%E'[,δ'μ,;Ä[]c,É"z'u,μ,Ü,·[]B

[[ä'μ,;] ([[]}ϵ',ì²[]®] - [ "z'u/[]®—ñ] fTfuf[]ffj...[]  
'l'δ,μ,½• ;[]",ìfufWfFfNfg,ìä'[,δ'μ,;Ä%ø;É"z'u,μ,Ü,·[]B

[%º'µ,;] ([ ]}CE` ,ì² [®] - [ "z'u/ [® —ñ] fTfuf [fff... [ ] ]  
'l'δ,µ,½ • ; [ ] " ,lfufWfFfNfg,ìºº' [ ,δ'µ,ì,Ä% ; ,É "z'u,µ,Ü, · [ ] B

[□¶%E'†%>'μ,;] ([□}CE`,ì'²□®] - [ "z'u/□@—ñ] fTfuf□ffj...□l)

'l'δ,μ,½•;□",ìfìfufWfFfNfg,ì□¶%E'†%>,δ'μ,ì,Ä□c,É"z'u,μ,Ü,·□B

[\u00e1%o\u2019t%o>\u03bc,i] ([\u00}CE`,\u00b2\u00@] - [\"z'u/\u00@-\u00f1] fTfuf\u00fff...[\u00l]

'l'\u00b0,\u03bc,\u00bd\u2022 i\u00b0\",l\u00f1fufWfFfNfg,\u00e1%o\u2019t%o>,\u00b0\u03bc,i,\u00c4%o i,\u00c9\"z'u,\u03bc,\u00dc,\u00b0B



[f^fCfjf<,)lEø%oÊ]

fXf%ofCfh fVf#[] ,lžÀs't,ÉAfXf%ofCfh f^fCfjf<,ä,©,cfXf%ofCfhfCf“,·,é,æ,π,ÉY'è,μ,Ü,·B

[fXf%ofCfh feLjXfg,ìĒø%oÊ]

fXf%ofCfh fVf#[] , ÌŽÀ[]s't,É[]A- { •¶fefLjXfg,ª 1 fXfefbfv, ,.Â•\Ž! ,³,ê,é,æ,α,É[]Ý'è,μ,Û,·[]B

[fLXfg,lfCE[fU[CEø%Ê]

fXf%ofCfh fVf#[,iŽÀs't,ÉA'I'ð,μ,½fJfufWfFfNfg,Ü,½,lfLXfg,9fCE[fU[%<sup>1</sup>•t,<,Å%Eä,©,çXf  
%ofCfhfCf“,·,é,æ,π,ÉY'è,μ,Ü,·BfLXfg,Í•¶ŽŠ'P^Ê,Å•Ž!,³,è,Ü,·B

**[fhf%ofCfufCf“]**

fXf%ofCfh fVf‡[, ÌŽÀs't, ÉA'I'đ, μ, ½fIfufWfFfNfg, Ü, ½, ÍfefLfXfg, ŽÔ, ÌfGf“fWf“%o¹•t, «, Å%oEä, ©, cfXf  
%ofCfhfCf“, ·, é, æ, x, ÉY'è, μ, Ü, ·B

## [fŠfo][fX]

fXf%ofCfh fVf#[] ,lžÀs't,ÉA'l'đ,μ,½fefLfxfg,ª%º,©,ç# "Ô,É•\Ž!,³,ê,é,æ,κ,ÉÝ'è,μ,Û,·B,½,Æ,¡,îA  
%ºÓð'«,ì€-Ú,ìé# ,íAĀĀă,ì€-Ú,ªĀ%º,É•\Ž!,³,ê,Û,·B

**[fXf%ofCfhfCf“]**

'l'δ,μ,½fjfufWfFfNfg,ÉAfrf...[,Æ,ç,α%<sup>1</sup>•t,«,Å¶,©,çfXf%ofCfhfCf“ , ,éfAjjf□□[Vf#“Æø  
%oÊ,ðÝ'è,μ,Û,·□B

[fjff%oo]

fXf%ofCfh fVf#[] ,lžÀ[]s't,É[]A' l'đ,μ,½fefLfXfg,Ü,½,ÍlfufWfFfNfg,³fjff%oo,lfVffffbf^[][%o¹•t,«,Å•\  
Ž,³,ê,é,æ,ɣ,É[]Ý'è,μ,Ü,·[]B

[f^fCfvf%ofCf^[]]

fXf%ofCfh fVf#[] , ðžÀ[]s't, É[]A'Í'ð, μ, ½fefLfXfg, ³f^fCfvf%ofCf^[] , ð%°¹•t, «, Å•\Ž|, ³, é, é, æ, ¼  
, É[]Ý'è, μ, Ü, ·[]BfefLfXfg, Í•¶Žš'P^Ê, Å•\Ž|, ³, é, Ü, ·[]B



## [fhfbvfCf“]

fXf%ofCfh fvf#[] ,lžÀs't,ÉA'I'đ,μ,½fefLfXfg,Ü,½,ÍlfufWfFfNfg,ªă,©,çXf%ofCfhfCf“ ,·,é,æ,κ  
,ÉÝ'è,μ,Ü,·BfefLfXfg,ÍPCEê'P^Ê,Å•Ž!,³,ê,Ü,·B

[ftf%ofbfVf...]

fXf%ofCfh fVf#[] ,lžÀs't,ÉA'l'đ,μ,½fefLfxfg,Ü,½,ÍlfufWfFfNfg,ª^êu,¾,¯•\Ž|,³,êA,·,®,ÉŒ©,!,È,-  
,È,é,æ,æ,ÉÝ'è,μ,Ü,·B

**[V,μ,ϕXf%ofCfh] ([']“ü] f[]fj...[]]**

[V,μ,ϕXf%ofCfh] f\_fCfAf[]fO f{fbfNfX,đ•\Ž!,μ,Ü,·[]BfCEfCfAfEfg,đ'!đ,μ,Ä [OK]  
,đfNfŠfbfN,·,é,Æ[]A[]i<Æ'†,}fXf%ofCfh,ìCEä,É[]A[V,μ,ϕXf%ofCfh,ä'}“ü,<sup>3</sup>,è,Ü,·[]B

[•\]

□ì<Æ't, ìfXf%ofCfh, É□V, μ, ç Word , ì•\, ð'} "ü, μ, Ü, ·□B, ±, ìfRf}f"fh, í□A•W□€•\Ž{f, □[fh, ", æ, Ńfm□[fg•\ Ž{f, □[fh, Å, ì, ÝŽg—p, Å, «, Ü, ·□B

## [fNfŠfbfvfA[fq]

Clip Gallery ,đ<N“@,μ,Ü,·□BClip Gallery ,Å,Í□AfhfLf...

f□“fg,É’}“ü,·,éNfŠfbfvfA[fq,đ’l’đ,μ,½,è□AfNfŠfbfvfA[fq□W,đ□X□V,·,é,±,Æ,²,Å,«,Ü,·□BPowerPoint  
,Å,í□A,±,lfRf}f“fh,í□AfXf%ofCfh•\Žif,□[fh,¨,æ,Ńfm□[fg•\Žif,□[fh,Å,ì,ÝŽg—p,Å,«,Ü,·□B

**[fCf“fXf^f“fg fEfBfU[fh]**

□□¬,·,évfCEf[f“fe□[fVf†f“],ì“à—e□A-Ú“l□AfXf^fCf<□A“z•zŽ‘—z□A□o—í,É,Â,č,Ä,ìf|fvfVf†f“ ,đ•\  
Ž|,μ,Ü,·□B□□□¬,³,è,évfCEf[f“fe□[fVf†f“],É,í□AfTf“fvf< fefLfXfg,ªŠÜ,Ü,è,Ü,·□B,±  
,|fefLfXfg,đ•Ò□W,μ,Ä□A“ÆŽ©,l□ĩ•ň,É’u,«Š·,|,é,±,Æ,ª,Ä,«,Ü,·□B

**[Microsoft Word]**

Word ,lfRf}f"fh,đŽg,Á,Ä•ÒW,·,é,½,ß,ÉAfm[fgA"z•zŽ'—zA,Ü,½,ÍAfEfgf%ofCf",đ PowerPoint ,©,ç  
Word ,Ö'—M,μ,Ü,·B•ÒWì<Æ,ªI,í,Á,½,çA,»è,đÄ,Ñ PowerPoint ,ÉfCf"f[fg,μ,Äì<Æ,·,é,±  
,Æ,ª,Ä,«,Ü,·B

**["□•] ([•\Ž!:] f□ffj...□□)**

□\<Æ'+,ìfvfCEf["fe□[fvf#f",ð""□•,Å•\Ž!,μ,Ü,·□BfXf%ofCfh,ìŠOŠĭ,í□AfVf#□[fgf]fbfg f□ffj...□□,ì ["□•]  
,Å'ì'ð,μ,½fìfvfVf#f",É,æ,Á,Ä^Ù,È,è,Ü,·□B,±,ìfvf#□[fgf]fbfg f□ffj...□□,ð•\Ž!,·,é,É,í□A""□••\  
Žìf,□[fh,Å"C^Ó,ì□é□Š,ðf}fEfX,ì%oEf{f^f",ÅfNfŠfbfN,μ,Ü,·□B

**f□f,** ["□•] fvfv#□[fgf]fbfg f□ffj...□□,í□AfRf"fgf%ofXfg,ì<,ç""□••\Žìf,□[fh,Å,ÍŽg—p,Å,«,Ü,<sup>1</sup>,ñ□B




**[%oe]**

'l'δ,μ,½fLjXfg,ì%oe,δ'Ç%oÁ,Ü,½,Ííœ,μ,Ü,·B

[fLfg, ìF]

'l'ð,µ,½fLfg, ìF, ð•ïX,µ,Ü,·B

**[Ž©—R,É%ñ“”]**

'I'đ,μ,½f|fufWfFfNfg,đ”C^Ó,ìŠp“x,É%ñ“”,μ,Û,·B|fufWfFfNfg,đ'I'đ,μA  (Ž©—R,É%ñ“”)  
.đNfŠfN,μ,ÄA|fufWfFfNfg,ìŠp,đ%ñ“”,·,·é•ûĈü,Éfhf%ofbfO,μ,Û,·B

## [f][g][v][f][c][v]

ÀÆ†,ìftf@fCf<,ÅfNfŠfbfN,Ü,½,Ífhf

%ofbfO,μ,½^Ê'u,É[A]CE`,'ü,μ,Ü,·[B]³•úCE`,'É"à[Ú],·,é[A,Â,Ü,è[c%o;,"ä—!,ª™,μ,†[}CE`,'δ•`,-  
,É,Í[AShif fL[,ð%ÿ,μ,È,ª,çhf%ofbfO,μ,Ü,·[B

[<<ŠEü,lfXf^fCf<]

'l'đ,μ,½ü,ÉÝ'è,·,éXf^fCf<,¨,æ,Ñ'¼,³,đfNfŠfbfN,μ,Ü,·B

[ŽÄü/“\_ü,lfxf^fCf<]

'l'δ,μ,½}CE`,ã~gü,ÉÝ'è,·,éŽÄü,â“\_ü,lfxf^fCf<,đNfŠfbfN,μ,Ü,·B“\_ü,đÝ'è,μ,È,çéê#,íA[ŽÄü]  
,đNfŠfbfN,μ,Ü,·B

**[-î ó, ìfXf^fCf<]**

'l'ð,µ,½ü,ÉÝ'è,·,é-î ó, ìfXf^fCf<,ðfNfŠfbfN,µ,Ü,·B

**[ĈĀI Z Š~^,ÉfRfs[]]**

fɔfufŠɸbɸN ftɸHɸf<f\_, ©,ç~A—[]æftɸHɸf<f\_,É~A—[]æ,ðfRfs[][,μ,Û,·[]B



**[•i□»] ([•Ò□W] f□jf...□[**

'l'đ,μ,½fufWfFfNfg,lfRfs□[.đ,·,î,â,□ì□¬,μ,Û,·□B“~,¶fufWfFfNfg,lfRfs□[.đ,<sup>3</sup>,ç,É□ì□¬,·,é,É,Í□A[•i□»]  
,đ,à,x^ê“xfNfŠfbfN,μ,Û,·□B

**[‘i—ŽŠŌŠu,İŠg‘â]**

‘I’đ,μ,½‘i—Ž,İŠŌŠu,đ□L,°,Ü,·□B

**[i—žšôšu, ìk—]**

'i, ð, μ, ½'i—ž, ìšôšu, ð<, ß, ü, ·□B

[fRf“fgf□□[f<,ì'ì'ð]

•¶□',ÉfRf“fgf□□[f<,ð'Ç%Á,μ,Ü,·□B



[fXf%ofCfh,lfCEfCfAfEfg]A[fm[f]g,lfCEfCfAfEfg]A[f]fXf^,lfCEfCfAfEfg]

'l'δ,μ,½fXf

%ofCfhAfmm[f]gA,Ü,½,f}fXf^,lfCEfCfAfEfg,δ•ïX,μ,½,èA'®«,δC³,μ,½è±,É,lfCEfCfAfEfg,δCE³,É  
-β,·,±,Æ,³,Ä,«,Ü,·B,Ü,½A'¼,lfCEfCfAfEfg,δÄ"K—p,·,é,±,Æ,à,Ä,«,Ü,·BfvfCE[fXfzf\_f\_]ISO'α,É, ,élfuf  
WfFfNfg,âfefLfXfg,íA,±,lfRf}f"fh,ì%e<¿,đŽó, ,Ü,¹,ñB

**[ffUfCf“ fef“fvfCE[]fg,ì“K—p] ([‘Ž®] f[]jf...[]l)**

PowerPoint ,ìffUfCf“ fef“fvfCE[]fg,ì 1 ,Â,ðCE»[]Ý,ìfvfCEf[]fe[]fVf#f“,É“K—  
p,μ,½,è[]A“ÆŽ© ,É[]ì[]¬,μ,½fvfCEf[]fe[]fVf#f“,ðfef“fvfCE[]fg,Æ,μ,ÄŽg—p,μ,Ü,·[]BffUfCf“  
fef“fvfCE[]fg,É,í[]A,» ,è,¼,è,É“Á“¥“ì,È“z[]F[]AfXf%ofCfh f}fXf^ ,Æf^fCf<  
f}fXf^[]A, ,æ,ÑftfHf“fg,³ŠÜ,Ü,è,Ä,ç,Ü,·[]B

**['gD]} (['}'ü] - []}] fTfuf}fjf...[[])**

fvfE[f'fe[fVf#["AfhfLf...f[f"fgA,Ü,½,Í[fNfV[f]fg,É Organization Chart ['gD}]  
,lfufWfFfNfg,ð}'ü,µ,Ü,·B



**[fvfĚf[f“fe□[fVf#f“,ì-,,ß□ž,Ý]**

□ì<Æ't,ìfXf%ofCfh,É-,,ß□ž,p□V,μ,čfvfĚf[f“fe□[fVf#f“,đ□ì□¬,μ,Ü,·□BfXf%ofCfh fVf#□[.ì“r't,Å□AfXf  
%ofCfh□ä,ìfAfCfRf“,đf\_fuf<fNfŠfbfN,μ,Ä-,,ß□ž,ň,¾fvfĚf[f“fe□[fVf#f“,đ•\Ž!,·,é,±,Æ,<sup>a</sup>,Å,«,Ü,·□B

**[fXf%ofCfh, ì-, ,, ßž, Ý]**

□ì<Æ't, ìfXf%ofCfh, É-, ,, ßž, PfXf%ofCfh, ð□ì□¬, μ, Ü, ·□B, ½, Æ, !, Î□A-, ,, ßž, ÝfXf%ofCfh, ð□ì□¬, μ, Ä"ñ•\  
Ž!, É, μ, Ä, ", «□AfXf%ofCfh fVf#□[, ì"r't, Å•K—v, È, Æ, «, ¾, -,, ßž, ñ, ¾fXf%ofCfh, ð•\Ž!, ·, é, ±, Æ, a, Å, «, Ü, ·□B

[,.,x,ÄÜ,è,½,½,Ý]

ŠefXf%ofCfh,lf^fCfjf<,¼,¯,đ•\Žl,μ,Ü,·□Bf^fCfjf<^ÈŠO,lfefLjXfg,í□Af^fCfjf<,ì%º,ÉŠD□F,ì□ü,Æ,μ,Ä•\  
Žl,³,ê,Ü,·□B

[.,×,Ä“WŠJ]

ŠefXf%ofCfh,lf^fCfjf<,Æ%oÓð□',«,ì□€-Ú,đ,·,×,Ä•\Ž!,μ,Ü,·□B

["ñ dŽæ, è Á, μ ü]

'l' ð, μ, ½ • ¶ Žš—ñ, ì ã, É "ñ d ü, ð ^ ø, «, Ü, · □ B

[•¶ŽšfR□[fh•\]

•¶ŽšfR□[fh•\,đ<N“ @,·,é,©□A,Ü,½,í•¶ŽšfR□[fh•\,É□Ø,è'Ö,!,Ü,·□B

[ "ñ•\Ž!fXf%ofCfh,ÉY'è] ([fXf%ofCfh fVf#[] f[]fj...[]])

fXf%ofCfh^ê—•\Ž!f,[]fh,ìèè# ,íA'! 'đ,μ,½fXf%ofCfh,đAfXf%ofCfh•\Ž!f,[]fh,ìèè# ,íACE»Y,ìfXf%ofCfh,đ"ñ•\Ž!,É,μ,ÄA,»,è,ç,ìfXf%ofCfh,afXf%ofCfh fVf#[][,ìŽÀ[]s't,ÉŽ©“@“! ,É•\Ž!,³,è,È,ç,æ,κ,É,μ,Ú,·B

## [fAjjf][fVfjf“CEø%oÊ]


CE»Ÿ,lfXf%ofCfh,ÉfAjjf][fVfjf“CEø%oÊ,ð'Ç%oÁ,Ü,½,Í•ïX,μ,Ü,·BfAjjf][fVfjf“CEø%oÊ,É,íAfxf%ofCfh  
fVfjf][.ÅŽÀs,³,è,éTfEf“fhAfeLfxfg,ÆflfufWfFfNfg,ì•Ž;CEø%oÊA,“,æ,Ñfrffl,ªŠÜ,Ü,è,Ü,·B



[%œ-ÊØ,è'Ö,!] ([fXf%ofCfh fVf#[] f[]fjf...[]])

fXf%ofCfh fVf#[],ÅfXf%ofCfh,ª•\Ž|,³,è,é,Æ,«,ì%œ-ÊØ,è'Ö,|Æø%œÊ,ð'Ç  
%œÁ,Û,½,í•ïX,μ,Û,·B,½,Æ,|,îAfXf%ofCfh,ª•\Ž|,³,è,é,Æ,«,ÉTfEj“fh,ðÄ[]μ,½,èAfXf%ofCfh,ª[]'ª  
,©,ç,·,×,è,±,ñ,À,,é,æ,ª,ÉY'è,À,«,Û,·B

## [fgfŠf~f“fO]

□}, î^ê•”, ðfgfŠf~f“fO, μ, ½, è□AfgfŠf~f“fO, μ, ½•”•ª, ðCE³, É-ß, μ, Ü, ·□B  , ðfNfŠfbfN, μ□A□}  
. ìftfCfY• ì□Xfnf“fhf<, ðfhf%ofbfO, μ, Ü, ·□B

**[fCf“fXf^f“fg fEfBfU[fh] ([fc[f<] f[fj]f...[f])**

fCf“fXf^f“fg fEfBfU[fh, ðŽg, x, Æ[AŠÈ‘P, ÉfvfCef[f“fe[fVf#f“, ð[f]f[f]f, é, ±  
, Æ, a, Å, «, Ü, ·[B[f]f[f]f, ·, éfvfCef[f“fe[fVf#f“, ÉŠÖ, ·, éŽž-  
à, É“š, i, é, Æ[AŽ©“®“i, ÉfvfCef[f“fe[fVf#f“, i, ð, ÈCÈ^, a[f]f[f]f, a, é[ACEã, Å“ÆŽ©, i}fA}CffA, â[f]f, ð[f], è[f]f, p, ±  
, Æ, a, Å, «, Ü, ·[B

[fŠfn [fTf<] ([fXf%ofCfh fVf# [ ] f fjjf... [ ])

fXf%ofCfh fVf# [ ], fŠfn [fTf<, ð, µ, Ü, · BfXf%ofCfh fVf# [ [i [sŽž, lf^fCf~f“fO, ðŸ’è, µ, ½, è•İ X, Å, «, Ü, · B

**[fKfCfh] ([•\Ž:] f□fjf...□l)**

fXf%ofCfh,É□,'¼fKfCfh,"æ,Ñ□...•½fKfCfh,đ•\Ž|,μ,½,è"ñ•\Ž|,É,μ,Ü,·□BfKfCfh,đŽg—p,·,é,Æ□AfXf  
%ofCfh,É|fufWfFfNfg,đ"z'u,μ,½,è|fufWfFfNfg,ì^Ê'u,đ'μ,|,é,ì,É•Ö—,Å,·□B

**[fXf%ofCfh^è—] ([\Ž! f fjf...])**

fefLfXfg,ÆfOf%oftfBfbfNfX,àŠÜ,ß,ÄAfvfCeflf“fe[fVf#f“,ì,·,×,Ä,lfXf%ofCfh,ð,»,ì,Ü,Ük□¬,μ,Ä•\  
Ž!,μ,Ü,·□BfXf%ofCfh^è—•\Ž!f,□[fh,Á,í□AfXf%ofCfh,ì□#”Ô,ð•ï,!,½,è□A%œ-Ê□Ø,è’Ö,¡Cø  
%œÊ,âfAjjf□□[fVf#f“Cø%œÊ,ð’Ç%œÁ,μ,½,è□AfXf%ofCfh fVf#□[.Ä,lfXf  
%ofCfh□Ø,è’Ö,!,ìf^fCf~f“fO,ð□Ý’è,Ä,«,Ü,·□B

**[fm][fg] ([•\Ž:] f][jf...[])**

'l'đ,μ,½fXf%ofCfh,lfm][fg fy][fW,đ•\Ž!,μ,Ü,·[]Bfm][fg•\Ž!f,[]fh,Å,í[]AfXf%ofCfh,ì"•\ŽÒ—  
pfm][fg,đ[]i[]¬,Å,«,Ü,·[]B

[fXf%ofCfh fVf#[] ([\Ž:] f[]fjf...[])[]A[ŽÀ[s] ([fXf%ofCfh fVf#[]] f[]fjf...[])

fXf%ofCfh fVf#[],đŽÀ[s,μ,Ü,·[]BfXf%ofCfh·\Ž]f,[]fh,ì[]ê[]#,í[]E»[]Ý,ìfXf%ofCfh,©,ç[]AfXf%ofCfh^ê—·\  
Ž]f,[]fh,ì[]ê[]#,í'[]'đ,μ,½fXf%ofCfh,©,ç[]AfXf%ofCfh fVf#[],đŠ]Žn,μ,Ü,·[]B



**[fXf%ofCfh f}fXf^] ([\Ž! - [f}fXf^] fTfuf[]fjf...[])**

fXf%ofCfh f}fXf^,đ•\Ž!,μ,Ü,·[]BfXf%ofCfh f}fXf^,Å,í[]Af^fCfjf< fXf%ofCfh^ÈŠO,ì,·,×,Ä,lfXf  
%ofCfh,ìŠù'è,lfCEfCfAfEfg,Æ[]Ž®,đ[]Ý'è,Å,«,Ü,·[]Bf^fCfjf< fXf%ofCfh,É,í[]Af^fCfjf< f}fXf^,ì[]Ý'è,žg—  
p,<sup>3</sup>,é,é,ì,Å[]A'í[]Ü,É,í,È,è,Ü,<sup>1</sup>,ñ[]B,<sup>1/2</sup>,Æ,ì,í[]AfXf%ofCfh  
f}fXf^,É[]Ø,è'Ö,ì,ÅŠù'è,ìftfHf“fg,đ[]Ý'è,μ,<sup>1/2</sup>,è[]A,·,×,Ä,lfXf%ofCfh,É•\Ž!,·,é%oiŽĐ,lf[]fS,È,Ç,lfCf  
%ofXfg,đ'Ç%oÁ,·,é,±,Æ,<sup>3</sup>,Å,«,Ü,·[]B,<sup>1/2</sup>,<sup>3/4</sup>,μ[]AfXf%ofCfh f}fXf^,É,ífefLfXfg,đ'Ç%oÁ,μ,È,ç,Å,-  
,<sup>3/4</sup>,<sup>3</sup>,ç[]BfefLfXfg,í[]A•W[]€•\Ž!f,[]fh,É[]Ø,è'Ö,ì,Ä'Ç%oÁ,μ,Ü,·[]B

[fy[fW",i}'ü]

fj[f\<,i^Ê'u,É Numpages ftfb[f<fh,ð'}"ü,μ,ÄA<Æ't,lhfLf...

f"fg,lfy[fW",i#Ev,ð^óü,μ,Ü,·B"3/12 fy[fW" ,Æ,ç

,xĀ`Ž®,Åfy[fW"Ô+ð^óü,·,é,É,ÍACE»Ý,lfy[fW"Ô+ð'}"ü,·,é^Ê'u,Å 

,ðNfŠfbfN,μAZÿ,Éfy[fW",i#Ev,ð'}"ü,·,é^Ê'u,Å

 ,ðNfŠfbfN,μ,Ü,·B

**[TrueType ftHf“fg]**

,±,ê,í TrueType ftHf“fg,Å,·□B

[f v f Š f " f ^ f t f H f " f g]

, ±, ÿ, f t f H f " f g, í, v, f Š f " f ^, É " < ù, ³, é, Ä, ç, Ü, · Ñ B

[f w f < f v , a C E © , Â , © , è , Ü , 1 , ñ ]

, ± , ì f R f } f “ f h , É ‘ î % o ž , , é f w f < f v f g f s f b f N , í , , è , Ü , 1 , ñ □ B

[.,x,Ä•Ů'¶] (Shift fL[.δ%Ÿ,μ,È,ª,ç [ftf@fCf<] f¶ffj...[.đfNfŠfbfN,.,é)  
,±,lfAfvfŠfP[lfvf¶f“,ÅŠ],ç,Ä,ç,é,.,x,Ä,lfvf@fCf<,đ•Ů'¶,μ,Ů,·B

**[~¼'Ö,ð•t, ¯,Ä•Û'¶] ([ftf@fCf<] f¶fjf...¶I)**

¶ì<Æ't, ìftf@fCf<, ð¶A^Û, È, éftf@fCf<-

¼¶A•Û'¶¶é¶Š¶A, Û, ½, ìftf@fCf<CE`Ž®, Ä•Û'¶, µ, Û, ·¶BAccess¶AExcel¶AWord , Ä, Í¶A, ±  
, ìfRf}f“fh, ðŽg, Ä, Äf¶fXf¶¶[fh, ð¶Ý'è, µ, Äftf@fCf<, ð•Û'¶, µ, ½, è¶A'¼, ì¶I, ¢“à—e, ð•ì¶X, Ä, «, È, ç, æ, ¶  
, Éftf@fCf<, ð•Û¶Eì, ·, é, ±, Æ, à, Ä, «, Û, ·¶B

**[fvf]pfefB] ([ftf@fCf<] f]fj]...[])**

[]<Æ't,]ftf@fCf<,]fvf]pfefB,đ•\Ž!,μ,Ü,·[]B



**[fɛfˈfvfɛ[fɔ,ÆfAfɪfɔfˈ] (lfc[f<] fffjf...)]**

∩\Æ't, ð•¶∩', É•Ê, ðfɛfˈfvfɛ[fɔ,ðˈY•t,μ,½,è∩AfAfɪfɔfˈ] fvf∩fOf%of€  
,ðˈÇ,Ý∩ž,ñ,¾,è∩A•¶∩', ðXf^fɔf<,ð∩X∩V,μ,Ü,∩B'¾, ðfɛfˈfvfɛ[fɔ,ð•W∩€  
, ðfɛfˈfvfɛ[fɔ,Æ,μ,ÄˈÇ,Ý∩ž,Ý∩Af}fNf∩∩A'è∩^∩â∩A, „æ,ŃˈÆŽ©, ðRf}fˈfh,ð∩Ý'è, ;é,±,Æ,à,Å,«,Ü,∩B

[01-1] ([ftf@fCf<] fffj...[0])

•Û'¶,µ,Ä,ç,È,çftf@fCf<,ð•Û'¶,·,é,©,Ç,α,©,ðŠm" F,·,éf\_fCfA fO f{fbfNfX,ð•\Ž!,µAfAfvfŠfP[Vf+f",ð[  
—¹,µ,Û,·B

[ ] , i f R f s [ ]

' l ' ð , μ , ½ f Z f < [ A f Z f < " í ^ í [ A , Ü , ½ , í - , , , ß [ ž , Ý f O f % o o f t , ì [ ] , ð f R f s [ [ , μ , Ü , · [ B

**[Ĉ`Ž® ,đ'ı'đ,μ,Ä“\,è•t,¯] ([•Ò□W] f□fjf...□I)**

fNfŠfbjvf{□[fh,ì“à—e,đŽw'è,μ,½Ĉ`Ž®,Å□ì<Æ't,ìfhfLf...f□f“fg,É“\,è•t,¯,½,è□A-  
„,ß□ž,Ý,Ü,·□B,Ü,½,ÍŠf“fN,đ□Ý'è,μ,Ü,·□B

[.,x,Ä'ð]

□\<Æ'+,lfEfBf"fhfE,ì,.,x,Ä,lfefLjXfg,ÆfOf

%oftfBjbfNfX,ð'I'ð,μ,Ü,·□B,Ü,½,í□A'I'ð,μ,½fjfufWfFfNfg"à,ì,.,x,Ä,lfefLjXfg,ð'I'ð,μ,Ü,·□B

**[fWfff“fv] ([•Ò□W] f□fjf...□I)**

Excel ,Å,Í□AŽw’è,μ,½fZf<,Ü,½,Í“Á•Ê,È□Ý’è,ª,³,ê,Ä,†,éfZf<”í^í,É^ú“®,,é,±,Æ,ª,Å,«,«,Ü,·□B

Word ,Å,Í□A•¶□’,ìŽw’è,μ,½□€-ú,Éf□□[f

f<,ð^ú“®,μ,Ü,·□Bfy□[fW”Ô□†□Afrf□f“fg□A<r’□□AfufbfNf}□[fN□A,»,ì’¼,ì□ê□Š,É^ú“®,,é,±,Æ,ª,Å,«,«,Ü,·□B

[fufbfNf}][fN] ([') "ü] f[fjf...[L]

'l'đ,μ,½•¶Žš—ñ[AfOf%oftfBfbfNfX[A•\A,»,'¼,ì€-Ú,ì-Ú^ó,Æ,μ,ÄŽg,í,é,éfufbfNf}][fN,đì[-,μ,Ü,·B

**[fŠf“fN,ìY’è] ([•ÒW] fñjf...[L])**

fŠf“fNĒ³ftf@fCf<-¼A•Ú’¶èŠAŽí—pAfŠf“fN,ìXV•ú-@,È,ÇAì<Æ’t,ìhfLf...f“fg,ÉY’è,³,è,Ä,ç  
,éfŠf“fNî•ñ,ð•\Ž|,,”æ,Ñ•ïX,μ,Û,·B,±,ìfRf}f“fh,íAì<Æ’t,ìftf@fCf<,ÉfŠf“fN,³Y’è,³,è,Ä,ç  
,éèñ‡,É,ì,YŽg—p,Ä,«,Û,·B

fñfCfp[fŠf“fN,ì•ÒW,íA•ïX,·,éñfCfp[fŠf“fN,ðf}fEfX,ì%Ef{f^f“,ÅfNfŠfbfN,μAfVfñ[fgf]fbfg fñjf...  
[L,ì [fñfCfp[fŠf“fN] ,ðf|fCf“fg,μA[fñfCfp[fŠf“fN,ì•ÒW] ,ðfNfŠfbfN,μ,Û,·B



**[fc][f<fo][ ] ([\Ž:] fffj...[ ])**

fc[f<fo[,\i\Ž|,Æ"ñ\Ž|,ð∅,è'Ö,|,Ü,·Bfc[f<fo[,\ð\Ž|,·,é,É,ÍAf[f<fo[-¼,ìæ"ª,ìf`fFbfN  
f{fbfNfX,ðfj",É,μ,Ü,·Bfc[f<fo[,\ð"ñ\Ž|,É,·,é,É,ÍAf`fFbfN f{fbfNfX,ðfjft,É,μ,Ü,·B

[fwfbf\_[] ,Æftfbf^[] [] ([•\Ž!:] f[]fjf...[])]

f[]y[] [fW,Ü,½,íXf%ofCfh,ì[]Å[]ă•" ,Æ[]Å%o°•" ,É•\Ž! ,³,é,éfefLfXfg,đ'Ç%oÁ,μ,½,è•ï[]X,μ,Ü,·[]B

[ftbf^[]]

fhfLj...f[]"fg,ì[]Å%°•",Éftbf^[][,đ•\Ž!,μ,Ü,·[]B

[<r'□] ([\Z!:] f□fjf...□□)

<r'□, ",æ,Ñ•¶--<r'□,ð•\Z!,μ,Ä□AŠm" F,μ,½,è•ï□X,Å,«,é,æ,æ,É,μ,Ü,·□B

[Ž“@fpf^[]f“]

'l'đ,μ,½fufWfFfNfg,ÉŠù'è,ìfpf^[]f“,đ“K—p,μ,Ü,·[]B

[%üfy [fW] (['] "ü] fffj... [l]

%üfy [fW A' i < æ Ø, è A, Ü, ½, í Z f N f v f f " < æ Ø, è, ð j [ f f < , ì Ê ' u, É ' } " ü, µ, Ü, · B

["ú•t,ÆŽž□□] ([']"ü] f□fjf...□[]

ĈÊX,lfhflf...f□f"fg,ÉŽw'è,μ,½□'Ž®,Å"ú•t,ÆŽž□□,ð'}"ü,μ,Û,·□B,·,×,Ä,lfhflf...

f□f"fg,É"ú•t,ÆŽž□□,ð'}"ü,·,é□é□#,Í□A[fwfbf\_□[,Æftfbf^□[] ([\Ž!) f□fjf...□[] ,ðŽg—p,μ,Ä,,¾,³,¢□B

[fXf%ofCfh"Ôt] ([']"ü] f[fjf...[])

ĀX,lfXf%ofCfh,ÉfXf%ofCfh"Ôt,đ'Ç%oÁ,μ,Û,·B,·,×,Ä,lfXf%ofCfh,ÉfXf%ofCfh"Ôt,đ'Ç  
%oÁ,·,éêë±,íA[fwfbf\_[] ,Æftfbf^[] ([•\Z!] f[fjf...[]) ,đŽg—p,μ,Ä,,¾,¾,çB



**[ftfB [f<fh] (['] "ü] f [ffj... [l]**

fj [f<fh, ð' } "ü, µ, Ü, · [B, ç, è, ç

, è, È [ñ, ðž © " ® "l, É' } "ü, µ, Ä [A [í, É [Á [V, ð [ñ, ð • Ûž [ , , é, æ, x, É, ·, é, É, í [AftfB [f<fh, ðž g, x, Æ • Ö — ~, Å, · [B

**[ftfH][f€ ftfB][f<fh]**

Word ,\ftfH[f€ ftfB][f<fh,ð'}“ü,μ,ÄA“Á'è,ì%óŠ,Éft[fU[í•ñ,ðW,ß,é,±,Æ,ª,Å,«,Ü,·Bfjf“f%ofCf“  
ftfH[f€,Ü,½,í•¶',ÉAfefLjXfg f{fbfNfXAf`fFfbfN f{fbfNfXA,“,æ,Ñfhf[fbfvf\_fEf“ ftfH[f€  
ftfB][f<fh,ð'}“ü,Å,«,Ü,·B

[ ] } • \ " Ô [ t ] ( [ ' } " ü ] f [ f j f ... [ [ ]

• \ [ A [ ] } [ A [ ] " Ž [ @ [ A , " , æ , Ñ , » , ì ' ¼ , ì [ € - Ú , É [ ] } • \ " Ô [ t , ð ' } " ü , μ , Û , · [ B

[fNfX fŠftf@fEf“fX] ([’}“ü] fffj...[]

•¶’+ , ì€-Ú, ÉAfNfX fŠftf@fEf“fX, ð’}“ü, μ, Û, ·B

[ø^ø,Æ-ÚŽŸ] ([']“ü] f[]ff...[]l)

ø^ø[]A-ÚŽŸ[]A[]}•\ -ÚŽŸ,È,Ç,Ì-ÚŽŸ,ð[]¬,μ,Û,·[]B

**[ftf@fCf<] (['] "ü] f[]ff...[]]**

'l'δ,μ,½ftf@fCf<,ì^ê•",Ü,½,Í'S•",δ[]A[]ì<Æ't,ìftf@fCf<,ìfj[][f<,ì^Ê'u,É'}"ü,μ,Ü,·[]B

**['i-ž] ([@'ž] fffj...l)**

'l'đ,μ,½'i-ž,ì'ž@,đ•ïX,μ,Û,·B'i-ž,ì'ž@,É,ÍA•¶žš-ñ,ì"z'uAfCf"fff"fgAAsŠÔ,È,Ç,ª, ,è,Û,·B,±  
,lf\_fCfAf\_fO f{fbfNfX,ÂAf^fu,đ∅,è'Ö,¡,é,ÆA%öÿf[fW^Ê'u,â'ìÛ,đ•ïX,·,é,±,Æ,à,Â,«,Û,·B

[f^fu,Æfš[f\_[] ([[]'ž®] f[]fj...[]]

f^fu,î^Ê'u,ÆŽí—p,ð[]Ý'è,μ[]AŠef^fu,ìfš[]f\_[]•¶Žš,ìŽí—p,ðŽw'è,μ,Ü,·[]B



[üŽí,Æfy[fWCErü,Æ-Ô,©,¯,ìÝ'è] ([CErü] fffj...l)

'l'ð,µ,½fefLjXfgA'i—ŽAfj[fWA•\,lfZf<A,Ü,½,Í},ÉCErü,Æ-Ô,©,¯,ð'Ç%oÁ,µ,Ü,·B

[c', «, Æ%oi', «] ([Ž®] fffj...[])

• Źš, ìEü, «, ðc', «, Ü, ½, í%oi', «, ÉÝ'è, µ, Ü, ·B

[%óð',«,Æ'i-ž"ô†] ([ž®] fffj...)

'l'ð,μ,½'i-ž,És"ª•ŕžš,â'i-ž"ô†,ð'ç%Á,μA"s"ª•ŕžš,Æ'i-ž"ô†,ì'ž®,ð•ïX,μ,Ü,·B

[Œ©□o,μ"Ô□t,ì□Ý'è] ([□'Ž©] f□jff...□l)

Œ©□o,μ 1 , ©,çŒ©□o,μ 9

,Ü,Å,ì'g,Ý□ž,Ý,ìŒ©□o,μfXf^fCf<,É□Ý'è,<sup>3</sup>,è,½Œ©□o,μ,É□AŒ©□o,μ"Ô□t□A□s"<sup>a</sup>•¶Žš□A,Ü,½,ÍŒ©□o,μ"  
Ô□t,Æ□s"<sup>a</sup>•¶Žš,ì—¼•û,đ'Ç%oÁ,μ,Ü,□B

**[•¶□',ì•Ûœì] ([fc□[f<] f□fjf...□l)**

Žw'è,μ,½□€-Ú,ð□œ,«□Aƒf“f%ofCf” ftfH□[f€,â•¶□',ì'S'ì,Û,½,í^ê•”,â•ï□X,<sup>3</sup>,ê,È,ç,æ,κ  
,É,μ,Û,·□B,Û,½□A'¼,ìft□[fU□[,â•¶□',ÉfRf□“fg,ð%oÁ,ì,½,è□A•ï□X,ì—š—  
ð,ðŽg,Á,Ä•¶□',ð•ï□X,μ,½,è□Aƒf“f%ofCf” ftfH□[f€,Éff□[f^,ð“ü—í,Á,«,é,æ,κ,É□AƒpfXf□□[fh,ðÝ'è,·,é,±  
,Æ,à,À,«,Û,·□B

**[f] [fgftfH[f]fbfg] ([Ž] fff...)**

f [fgftfH[f]fbfg, ÆCEÄ, î, è, éA Ž, ð'g, Ý, í, Ä, µ, ½'g, Ýž, Ý, ì\  
Ž, ðAfZf"í, Ü, ½, ífsf{fbfgfe[fuf<fCEf][fg, ÉY'è, µ, Ü, ·BfZf<, ð 1  
, ÁfNfŠfbfN, µ, ½é, íA<ó" s, Æ<ó"—ñ, Á^í, Ü, è, ½ŽIŠpCE`, ì"í, ž©"®"l, É'í'ð, èA, »), ì"í, É•\  
Ž, žY'è, è, Ü, ·Bfsf{fbfgfe[fuf<fCEf][fg"à, ìfZf<, ð 1, ÁfNfŠfbfN, µ, ½é, íAfy[fW  
ftfB[f<fh, ðœ, fe[fuf<'S'í, ž'í'ð, èA•\Ž, žY'è, è, Ü, ·B, ±, ìfRf}f"fh, íAfv[fg, ž•ÚCEì, è, Ä, ç  
, éé, Ížg—p, Å, «, Ü, ð, ñB

[fēf“fvfĒ[fg,ì“K—p] ([[‘Ž@] fffj...[l)

¼,lfef“fvfĒ[fg,lfxf^fCf<,đŽg,Á,Ä•¶[‘,ì•Ž|•û-@,đŸ’è,μ,Û,·B

[fCfCfAfEfg~g] ([Z®] fffj...l)

'l'δ,μ,½fCfCfAfEfg~g,ìZ®,δÝ'è,μ,Ü,·B



**[ČĚŦĚĚ, ĭ'ĭ'ď] ([fc [f<] fĭffj... [l])**

• ĭĭ", ĭĚŦĚĚĚ, Āĭ', ©, ě, Ā, ě, éftf@fCf<, Āĭ'A'ĭ'ď, μ, ½ • ĭŽš—ň, ĭĚŦĚĚĚ, ďŽw'è, μ, Ů, ·ĭB • ĭĭĭĭZĭĭ³, ĭĭs, π  
, Ā, «, ěĭAŽ © "®"ĭ, ěŠY" -, ·, ěĚŦĚĚĚ, ĭŽ«ĭ', ěĭØ, è'Ö, ĭ, è, Ů, ·ĭB

[ ]/f! [fgfVfFfCfv/fifufWfFfNfg/fRf“fgf [f<] ([ [Ž®] fffj... [ ])

'l'đ,μ,½} Af [fgfVfFfCfv AfifufWfFfNfg,È,Ç, ìü A“h,è,Â,Ô,μ Afpf^ [f“ AfTfCfY A^ Ê' u A,“,æ,Ñ,»,ì' ¼,}fvf ppefB,đ Y'è,μ,Ü,·B 'l'đ,μ,½' î Ü,É,æ,Á,Ä AfRf}f“fh-¼,Í,ĩ,í,è,Ü,·B

**[•ŕŽšŕŕEŕ“fg] ([fç[f<] fŕŕŕf...ŕl])**

ŕì<Æ't, ì•ŕŕ', ìŕyŕ[fWŕ"ŕA'PÇÊŕ"ŕA•ŕŽšŕ"ŕA'i—

Žŕ"ŕA," ,æ, Ñŕsŕ", ðŕŕŕEŕ“fg, µ, Ü, ·ŕB<æŕØ, è<LŕtŕA"ÁŽè<Lŕt, àŕA•ŕŽšŕŕEŕ“fg, ì'îŕŔ, É, È, è, Ü, ·ŕB

**[f] [g] [R] [f] [N] [g] ([f] [f] [f] ... [l])**

“ü—íŽž,É•ŕŽš—ň,đŽ©“®“l,É□C□³,μ,Ü,·□B•p”É,ÉŽg,α•ŕŽš—ň,đ“o~^,μ□A□E],è•Ô,μŽg—p,Å,«,Ü,·□B

[^1-¼f%ofxf<òì-] ([fc[f<] fffjf...l)

1 -‡, ì••“>, Ü, ½, í^1-¼f%ofxf<, ðòì- , μ, ½, èA^1-¼f%ofxf< fV[f<g, ì‘S‘ì, É“-, 1^1æ, ð‘} “ü, μ, Ü, .B

**[fCef^[ fEfBfU[fh]**

fCef^[ fEfBfU[fh,đ<N“@,μ,Ü,·BfCef^[ fEfBfU[fh,đŽg,Á,ÄAŠÈ’P,ÉŽèŽt,đì¬,·,é,±,Æ,ª,Å,«,Ü,·B

[ft][fU][Y'è]

f<fo[,lf{f^f"Afjff...[ fRf}f"fhA,"æ,ÑfVf#[fgf]fbfg fL[,iŠ,,è"-,Ä,đ"ÆŽ©,ÉY'è,μ,Ü,·B

## [fzf<,ìċ<□#]

Microsoft Word , ,æ,Ñ Microsoft PowerPoint ,Å,Í□A—x,è□#Á,½fzf<,ì“à—e,ð 1 ,Â,ìfzf<,Éċ<□#,μ,Ü,·□B

Microsoft Excel ,Å,Í□A2 ,Â^È□ă,ì'ì'ð,μ,½fzf<,ð 1

,Â,ìfzf<,Éċ<□#,μ,Ü,·□Bċ<□#fzf<,ìfzf<ŽQ□Æ,Í□Aċ³,ì'ì'ð"í^í,ì□□ă'[ ,ìfzf<,É,È,è,Ü,·□B•;□",ìfzf<,ð 1

,Â,ìfzf<,Éċ<□#,·,é,Æ□A□□ă'[ ,ìfzf<,ì“à—e,¾, ,•ÜŽ□,³,é,Ü,·□B



[.,x,Ä•Â,ŕ,é] (Shift fL[.đ%•Ÿ,μ,È,ª,ç [ftf@fCf<] fffj...[.đfNfŠfbfN,.,é)

fAfvfŠfP[fVf#f",đ□!—<sup>1</sup>,<sup>1</sup>,,É,.,x,Ä,łftf@fCf<,đ•Â,ŕ,Ü,·□B•Ű'ŕ,<sup>3</sup>,é,Ä,ç,È,ç•İ□X,<sup>ª</sup>ŠÜ,Ü,é,Ä,ç  
,é□é□#□A•İ□X,đ•Ű'ŕ,.,é,©,Ç,κ,©,đŠm" F,.,éf□fbfZ□[fW,<sup>ª</sup>•\Ž!,<sup>3</sup>,é,Ü,·□B

[%oi'g,Y]

□c□',«fefLfXfg,Å□A2 ,Â,ì"¼Šp□"Žš,ð%oi,É•À,x,Ä 1 □s,É•\Ž!,μ,Ü,·□B

[ŽŸ,Ö]

fvfĒf[f“fe□[fvf#f“,Å□AŽŸ,lfxf%ofCfh,É^Ú“®,μ,Ü,·□B

[‘O,Ö]

fvfÆf[f“fe□[fvf#f“,Å□A‘O,lfxf%ofCfh,É^Ú“® ,μ,Ü,·□B

[fXf%ofCfh•\Ž!]

fXf%ofCfh•\Ž!f,□[fh,É□Ø,e'Ö,!,Ü,·□BfXf%ofCfh•\Ž!f,□[fh,Å,í□A•i□",ìfXf%ofCfh,Å"~Žž,É□ì<Æ,·,é,±,Æ,í,Å,«,Ü,<sup>1</sup>,ñ□B

**[fAfEfgf%ofCf“•\Ž!]**

fAfEfgf%ofCf“•\Ž!f,□[fh,É□Ø,è'Ö,ı,Ü,·□BfAfEfgf%ofCf“•\Ž!f,□[fh,Å,Í□A'S'ı,İŠT—<sup>a</sup>,đ^è-]  
,Å,«,é,ı,Åftf@fCf<,ı□\□-,đŠm”F,μ,½,è•Ö□W,Å,«,Ü,·□Bftf@fCf<,ı”à—e,đ,æ,è□En“□—š,Ä,Ä□®—□,μ□A□\  
□-,·,é•K—v,<sup>a</sup>, ,é,Æ,«,ı□AfAfEfgf%ofCf“•\Ž!f,□[fh,<sup>a</sup>•Ö—~ ,Å,·□B

**[Å%o,ifXf%ofCfh]**

fXf%ofCfh fVf#[,ÅAÅ%o,ifXf%ofCfh,É^Ú“@,·,éB





[fZf<, ì•ªŠ,, /fZf<Æ<[]‡, ì%•đ[]œ]

Microsoft Excel , Å, Í[]ACE<[]‡, μ, ½fZf<, đ[]ACE<[]‡, ·, é‘O, ìŠefZf<, É•ªŠ,, μ, Ü, ·[]B

Microsoft Word , , æ, Ñ Microsoft PowerPoint , Å, Í[]A‘l‘đ, μ, ½fZf<, đ[]A“ü—Í, μ, ½[]s[]”, Æ—  
ñ[]”, É•ªŠ,, μ, Ü, ·[]B

**[s,ì'ò]**

f[ç,ðš,ð'ò,μ,Ü,·B

**[—ñ,ì'ò]**

f[][f<,ðšÜ,p—ñ,ð'ò,μ,Ü,·[]B

**[•\S'ì,ì'íð]**

fj□[f\<,ðšÜ,þ•\,ð'íð,μ,Ü,·□B

[fZf<,ì•,Æ,³] ([CERü] fffjf...)

³A•A"z'uAfCf"fff"fgA,"æ,Ñ,»,'¼,ì•\,ìs,"æ,Ñ—ñ,ì'Ž®,'²®®,μ,Ü,·B

[f^fCfgr<s,ìEJ,è•Ô,μ] ([Eerü] fffj...l)

•\,ª•i"fy[]fW,É,í,½,éèèè,ÉA•\,ìf^fCfgr<,Æ,μ,ÄŽw'è,μ,½s,ðACEã,ìfy[]fW,ÉEJ,è•Ô,μ•\  
Ž!,μ,Ü,·B,±,ìfRf}f"fh,íA'l'ð,μ,½s,É•\,ìæ"æs,ªŠÜ,Ü,è,éèèè,É,ì,ÝŽg—p,Å,«,Ü,·B

[•ŋžš—ñ,đ•\,É,•,é]

'l'đ,μ,½fɛfLɟXɟg,đ•\,É•ř•,μ,Ü,•□B

**[Œvžžž®] ([Œrü] fffj...[])**

Œvžžž®,đ[]¬,μ,Ä[]"l,đŒvžž,μ,Ü,·[]B



[•\,ì•ăŠ,,] ([Ĉerü] fñfñf...[])

•\,đ 2 ,Â,ìĈÊ•Ê,ì•\,É•ăŠ,,,µñAññ[fñf<,ă'u,©,ê,Ă,ç,éñs,ìñă,É'i—Ž<Lñt,đ'}“ü,µ,Û,·ñB

[fNfŠfbvf{[fh,ì•\Ž;]

fNfŠfbvf{[fh,ì“à—e,đ•\Ž!,μ,Ü,· (Macintosh ,ì,Ý)B

**[^] ([f]f<fv] f[f]f...[])**

,±,ì Microsoft fAfvfŠfP[fVf#f“,ìfvf<fv,ìfL[f[f[fh,ð•\Ž!,μ,Ü,·[]B

**[fAfvfŠfP [fvf+f“, ì Ð%ôî] ([fwf<fv] f [fjf... [l]**

, ±, ì Microsoft fAfvfŠfP [fvf+f“, ì ŠÈ'P, È Ð%ôî, ðf [f%ofCf“, ÅŽÀ s, µ, Ü, · B

**[fAfvfŠfP[fVf+f“,iŽg—p—á] (lfwf:fv] f[fjf...[]]**

,±,ì Microsoft fAfvfŠfP[fVf+f“,iŽg—p—á,Æfff,,i^ê—,đ•\Ž!,μ,Ü,·[]B

**[WordPerfect fwf<fv] ([fwf<fv] f<fjf...<[]]**

Word ,Å WordPerfect ,Æ“~“™ ,ì<@”\,đŽÀ□s,·,é,½,B,ì□ADOS fRf}f“fh,ÆfL□[,ì’g,Ý□#,í,¹,É,Â,ç,Ä’m,é,±  
,Æ,ª,Å,«,Ü,·□BfXfe□[f^fX fo□[,ì [WPH] ,đf\_fuf<fNfŠfjfN,μ,Ä□AHelp for WordPerfect Users ,đ•\Ž!,·,é,±  
,Æ,à,Å,«,Ü,·□B

**[f]“f|fCf“fg] ([fwf<fv] f□fjf...□l)**

,±,ì Microsoft fAfvfŠfP□[fVf#f“,ìŽg—p,ÉŠÖ,·,éqf“fg,đ•\Ž!,μ□A[f□f“f|fCf“fg] ,ìf|fvfVf#f“,đ□Ý’è,μ,Ü,·□B

Microsoft Word 2010 (Word 2010) (Word 2010) (Word 2010)

, ±, Ì Microsoft Word 2010 (Word 2010) (Word 2010) (Word 2010)



**[‘i—Ž”Ôt/s“a•ŕŽš,ìíœ]**

‘l’đ,μ,½‘i—Ž,©,ç‘i—Ž”Ôt,Û,½,Ís“a•ŕŽš,đíœ,μA‘l’đ,μ,½‘i—Ž,ìœă,ì€-Ú,©,ç‘i—  
Ž”Ôt,Û,½,Ís“a•ŕŽš,ì•t,ç,½%Óđ‘,«,ìÝ’è,đ’±,¯,Û,·B

**[%Óð',«/i-Ž"Ô†,ìÝ'è%ðœ]**

'I'ð,μ,½'i-Ž,©,ç'i-Ž"Ô†,Û,½,Ís"ª•ŕŽš,ðíœ,μA'i-Ž"Ô†,Û,½,Ís"ª•ŕŽš,ª•t,ç,½%Óð',«,ð!  
—¹,μ,Û,·B'I'ð,μ,½'i-Ž^È~,%Óð',«,ì€-Ú,ÍA∇,μ,ç%Óð',«,É,È,è,Û,·B,½,Æ,ì,ÎA'i-Ž"Ô†,Í  
1 ,©,çÄŠ,μ,Û,·B

**[fL[f{[fh,]ft[fU[é] ([fwf<fv] fffj...]**

[fL[f{[fh,]ft[fU[é] f\_fCfAfO f{fbfNfX,đŠ},«,Ü,·B,±,]f\_fCfAfO f{fbfNfX,đŽg—  
p,μ,ÄAfRf}f“fh,“,æ,Ñf}fNf,ÉŠ,,,è“-,Ä,½fVf#[fgf]fbfg fL[,đ•iX,Å,«,Ü,·B

[fŠfZfbfg]

'l'δ,μ,½f{f^f",Ü,½,Íf[]fj...[] fRf}f"fh,δ[]ACE³,ì-¼'O,Æf{f^f" fCf[][]fW,É-β,μ,Ü,·[]B

**[-¼'O]**

'l'đ,μ,½fc□[f<fo□[.lf{f^f“-¼,Ü,½,lf□fjf...□[ fRf}f“fh-¼,đ•\Ž{,μ,Ü,·□Bf{f^f“-¼,Ü,½,lfRf}f“fh-¼,đ•ï□X,·,é,É,í□A□V,μ,č-¼'O,đ“ü—í,μ,Ü,·□B

**[íœ]**

'l'ð,µ,½fc[f<fo[ f{f^f",Ü,½,Íffj...[ fRf}f"fh,ðíœ,µ,Ü,·B

[f{f^f" fCf[]fW,ì•i[]X]

'l'đ,μ,½fc[]f<fo[][,ìf{f^f",)f{f^f" fCf[]fW,đ•i[]X,Å,«,é,æ,ɣ,É[]Af{f^f" fpf[]fbfg,đŠ,«,Ü,·[]B

**[f}fNf,ì“o~^]**

'l'δ,μ,½flfufWfFfNfg,Ü,½,Íf{f^f",Éf}fNf,đŠ,,è"-,Ä,Ü,·BfOf%oftfBfbfN flfufWfFfNfg,²l'δ,³,è,Ä,ç  
,éèè,ÉŽg—p,Å,«,Ü,·Bf{f^f",ìèè,ÍA[ft[fU[[]'è] f\_CfAf[]O f{fbfNfX,²Š},ç,Ä,ç,é•K—  
v,², ,è,Ü,·B



[,·,×,Ä,ìĈ©□o,μ,ð·\Ž!]

,·,×,Ä,ìĈ©□o,μfĈfxf<,Æ-{\·ŋ,ð·\Ž!},μ,Ü,·□B

[fEfBf“fhfE^ê—] ([fEfBf“fhfE] f fjf...[l)

,±,lfAfvfŠfP□[fVf#f“,ÅE»ŸŠJ,č,Ä,č,étf@fCf<,î^ê—,đ•\  
Žl,μ,Ü,·□Btf@fCf<,đ□Ø,è'Ö,ł,é,É,í□A,»,lftf@fCf<-¼,đfNfŠfbfN,μ,Ü,·□B

**[ÅŠg—p,μ,½ftf@fCf<,îê—] (lftf@fCf<] fñjf...]**

,±,ìfAfvfšfP[fVfñf“,ÅÅŠJ,ç,½ftf@fCf<,îê—,ð•Ž!,μ,Ü,·B,±,ê,ç,ìftf@fCf<,ð,·,î,â,š,-  
.É,íA,»,ìftf@fCf<-¼,ðfNfšfbfN,μ,Ü,·B

## [f{f^f" fCf[]fW,lfRfs[]]

'l'đ,μ,½f{f^f",lf{f^f" fCf[]fW,đAWindows ,lfNfŠfbvf{[]fh,ÉfRfs[μ,Ü,·Bf{f^f" fCf[]fW,ì"\\ ,è•t, æ,lf{f^f",đf}fEfX,ì%Ef{f^f",ÅfNfŠfbfN,μA[f{f^f" fCf[]fW,ì"\\,è•t,] ,đfNfŠfbfN,μ,Ü,·B

[f{f^f" fCf[] [fW,ì"\,è•t,¯]

[f{f^f" fCf[] [fW,ìfRfs[]] ,đŽg—p,μ,ÄfRfs[] [μ,½f{f^f" fCf[] [fW,đA'I'đ,μ,½f{f^f" ,É"\,è•t,¯ ,Ü,·B

**[f{f^f" fCf□□[fW,δCE³,É-ß,·]**

'l'δ,μ,½f{f^f",lf{f^f"fCf□□[fW,δ□ACE³,lf{f^f" fCf□□[fW,É-ß,μ,Ü,·□B

## [f{f^f“ fCf□□[fW,ì•Ò□W]

'l'đ,μ,½f{f^f“ fCf□□[fW,đf{f^f“ fGfffBf^,ĂŠ),«,Ü,·□Bf{f^f“ fGfffBf^,đŽg—  
p,μ,Ă□Af{f^f“,ìfCf□□[fW,đ•ï□X,·,é,±,Æ,ª,Ă,«,Ü,·□B

**[f{f^f" fCf□□[fW,ì'í'ð]**

f□[f<fo□[,ìf{f^f" ,ðš],«□A†□[fU□[□Ý'è,ìf{f^f" fCf□□[fW,ð'í'ð,μ,½f□[f<fo□[,ìf{f^f" ,Éš,,è"-,Ä,Ü,·□B



[Ä¬%»] (fRf“fgf[f< fffj...l)

fAfvfŠfP[fVf#f“,Ü,½,ÍfEfBf“fhfE,ðk¬,μ,ÄAf^fXfN

fo[ä,É”z’u,μ,Ü,·BfEfBf“fhfE,ðE³,ìTfCfY,Æ^Ê’u,É-ß,·,É,ÍAf^fXfN fo[,ìf{f^f“,ðfNfŠfbfN,μ,Ü,·B

[ $\mathbb{C}^3$ ,  $\text{ifTfCfY, } \acute{E}\text{-}\beta, \cdot$ ] (fRf“fgf□□[f◀ f□fjf...□□)

fEfBf“fhfE,  $\delta\mathbb{C}^3$ , ifTfCfY,  $\acute{A}^{\acute{E}}u, \acute{E}\text{-}\beta, \mu, \ddot{U}, \cdot$ □B

**[•Â,ŕ,é] (fRf“fgf[f< fffj...l)**

∫<Æ'+,lfAvfšfP∫[fVf#“,Ü,½,Ítf@fCf<,ð•Â,ŕ,Ü,·∫BŠJ,ç,Ä,ç,étf@fCf<,É•Û'ŕ,³,é,Ä,ç,È,ç•Ï∫X,²šÜ,Ü,é,Ä,ç  
,é∫é∫#,Í∫Aftf@fCf<,ð•Â,ŕ,é'O,É•Û'ŕ,·,é,©,Ç,α,©,ðŠm”F,·,éf∫fbfZ∫[fW,²•\Ž!,³,é,Ü,·∫B


[^Ú“®] (fRf“fgf□□[f< f□fjf...□l)

fL□[f{□[fh,ì•ûCEüfL□[,đŽg—p%oÂ“\,É,μ□A□ª□A□«□A□©□A,Ü,½,í □“ fL□[,đ  
%oÿ,μ,Ä□AfAvfšfP□[fVf#f“,Ü,½,ífEfBf“fhfE,ì^Ê“u,đ•ï□X,Å,«,é,æ,α,É,μ,Ü,·□B

**[fTfCfY•iX] (fRf“fgf[f< fffj...]**

fL[f{[fh,ì•ûCEüfL[,đŽg—p%oÂ“\,É,μAªA«A@A,Ü,½,Í“ fL[,đ  
%oÿ,μ,ÄAfAvfšP[fVf#f“,Ü,½,ífEfBf“fhfE,ìfTfCfY,đ•iX,Â,«,é,æ,æ,É,μ,Ü,·B

**[Å'â%»] (fRf“fgf[f< fñfj...]**

fAfvfŠfP[fVf#f“ ,Ü,½,ífEfBf“fhfE,ðÅ'â%» ,μ,ÄA%»æ-Ê'S'ì,É•Ž|,³,ê,é,æ,π  
,É,μ,Ü,·BfEfBf“fhfE,ðÆ³,ìTfCfY,Æ^Ê'u,É-β,·,É,ÍAf^fCfgyf< fo[f,ðf\_fuf<fNfŠfbfN,·,é,©A,Ü,½,í   
(Æ³,ìTfCfY,É-β,·) ,ðfNfŠfbfN,μ,Ü,·B

**[ŽŸ, ðfEfbf“fhfE]**

fAfvfŠfP[fVf#f“, ÅŠJ, ç, Ä, ç, éŽŸ, ðfEfbf“fhfE, ðA•ÒW%oÂ“\, Èó‘Ô, É, µ, Ü, ·BŠJ, ç, Ä, ç, éfEfbf“fhfE, î^è—  
,<sup>a</sup> [fEfbf“fhfE] fffj...[, ì%o°•”, É•\Ž!,<sup>3</sup>, è, Ü, ·B ðì<Æ’t, ðfEfbf“fhfE, É, íAf`fFfbfN f} ð[fN,<sup>a</sup>t,«, Ü, ·B

[fɛf] [fg, i^oü]

~A' ±, μ, ½fV [fg] Afrf... [A, Ü, ½, íVfifŠfi, δ^oü, μ, Ü, ·B



## [**İ̇<Æİ̇Ó'Ô,İ̇•Û'¶**]

Š,ç,Ä,ç,éufbfN,İ̇^è—**İ̇**AfufbfN,İ̇ftfCfY**İ̇**A,“,æ,Ñ%œ-Ê,İ̇^Ê'u,đ**İ̇**<Æ**İ̇**Ó'Ô,İ̇•Û'¶—  
p,İ̇ftf@fCf<,É•Û'¶,μ**İ̇**AŽŸ,É**İ̇**<Æ**İ̇**Ó'Ô,İ̇•Û'¶—pftf@fCf<,đŠJ,ç,½,Æ,«,É“**İ̇**,¶%œ-Ê,<sup>3</sup>•\Ž!,<sup>3</sup>,ê,é,æ,κ  
,É,μ,Û,·**İ̇**B

**[fV][fg, ìíœ]**

'l' ð, µ, ½ fV [fg, ðfufbfN, ©, çíœ, µ, Ü, · B, ±, ìRf} f“fh, ðE³, É-ß, ·, ±, Æ, Í, Å, «, Ü, ¹, ñ B

[fV[fq,î^Ú“®;Ü,½,ífRfs[]]

'l'ð,µ,½fV[fq,ðA•Ê,ìfufbfN,Ü,½,í“~,ìfufbfN“à,ì•Ê,ì^Ê'u,É^Ú“®;Ü,½,ífRfs[.µ,Ü,·B

["Ž®fo[]]

"Ž®fo[][,đ•\Ž|,Ü,½,í"ň•\Ž|,É,μ,Ü,·[]B

**[fXfe][f^fX fo]**

fXfe[f^fX fo][,đ•\Ž|,Ü,½,Í"ň•\Ž|,É,μ,Ü,·B

**[f][fNfV][fg]**

V,μ,¢f[fNfV][fg,δ'δ,μ,½fV[fg,ì'α,É'}“ü,μ,Ü,·B

## [f][g][h][i][j][k][l][m][n][o][p][q][r][s][t][u][v][w][x][y][z]

'g,Ýž,Ý,Ü,½,í†[fU[é (†[fU[é<`),ìf[fgftfH[f}fbfg,ðAì<Æ't,ìfOf%oft,ÉÝ'è,µ,Ü,·B,±,ìfRf}f"fh,ðŽg—p,·,é,ÆA[Ž@]f{fbfNfX,ì^è—,É'î,µ,ÄAV,µ,††[fU[é,ìf[fgftfH[f}fbfg,ì'Ç %A,Ü,½,íŠù'¶,ì†[fU[é,ìf[fgftfH[f}fbfg,ìíœ,ðs,±,Æ,à,Â,«,Ü,·B

[fzf]

'l'δ,μ,½fzf<,É'Ž®,δ'Ý'e,μ,Ü,·BfV[fq,ª•ÛCÈì,³,é,Ä,ç,éèè#A,±,lfRf}f"fh,δŽg—p,Å,«,È,ç,±,Æ,ª, ,è,Ü  
,·B



[fS [f< fV [fN]

,» ,ìfZf<, ðžQ [Æ, μ, ½ "Ž ®, º-Ú "l, ì'l, É, È, é, Ü, Å [Ažw'è, μ, ½ fZf<, ì'l, ð • ï% » ,<sup>3</sup>,<sup>1</sup>, Ü, · [B

## [fVfifŠfI]

fVfifŠfI,đ□□□,“,æ,Ń•Ů•¶,μ,Ü,·□BfVfifŠfI,Æ,Í□A□Á“K%»•²□í,ìCE<%Ê,ì•\Ž!,ÉŽg—  
p,Á,«,«,éff□[f^,ìfZfbfg,Á,·□B

## [f·fo]

f·fo [ fAfhfCf" fvfOf%of€,đŽg—p,·,é,ÆA·i%»<sup>3</sup>,<sup>1</sup>,éfZf<,Æs-ñđ€□,lfZf<,đŠi,É,μ,Ä□AWhat-if  
fVfifSfi,i%đ,đEvZZ,Å,«,Ü,·□B

**[f}fNf,ì“o~^]**

'l'δ,μ,½flfufWfFfNfg,Ü,½,Íf{f^f",Éf}fNf,đŠ,,è"-,Ä,Ü,·BfOf%oftfBbfN flfufWfFfNfg,²l'δ,³,è,Ä,ç  
,éèè,ÉŽg—p,Å,«,Ü,·Bf{f^f",ìèè,ÍA[ft[fU[è] f\_CfAfO f{fbfNfX,²Š},ç,Ä,ç,é•K—  
v,², ,è,Ü,·B

## [ftfH][f€]

ff[f^ ftfH][f€,đf\_fCfAfO f{fbfNfX,É•\Ž!,μ,Ü,·Bff[f^ ftfH][f€,đŽg—p,μ,ÄA^ê—  
,Ü,½,Íff[f^fx][fX,İfCFR[h,đ•\Ž!A•iX[A'Ç%oÁA[iœA,“,æ,ŃCEÿđ,Å,«,Ü,·B

**[WCEv]**

'l'đ,μ,½CE©o,μ•t,«—ñ,ì—CEv,Æ'CEv,ì'l,đCEvŽZ,μ,Ü,·BExcel  
,Ä,íA#CEv[s,ž©“®“l,É'}“ü,³,êACE©o,μ,²•t,¯,ç,ê,ÄAfŠfXfg,lfAfEfgf%ofCf“,²ì¬,³,ê,Ü,·B

**[fe][fuf<]**

“ü—í,μ,½'l,Æ'è` ,μ,½”Ž®,đŠí,É,μ,Ä[]Aff[]f^ fe[]fuf<,đ[]\[]¬,μ,Ü,·[]Bff[]f^ fe[]fuf<,í[]A[]”Ž®“à,Å•ï[]X,·,é[]vžž[]<°oÊ,ì·\Ž!,Éžg—p,Å,«,Ü,·[]B

【“ ”】

1 ,Â^Èä,ì\ fX fGfŠfA,ìff f^,ð,Ü,Æ,ßA•\,É•Ž!,μ,Ü,·B



**[•\Ž!,μ,È,¢]**

□\Æ't,lfufbfN fEfBf“fhfE,ð”ñ•\Ž!,É,μ,Ü,·□B”ñ•\Ž!,É,<sup>3</sup>,ê,½fEfBf“fhfE,í□AŠj,©,ê,½,Ü,Ü,Å,·□B

[Ä·Ž!]

"ñ·\Ž!,É,<sup>3</sup>,ê,½fEfBf“fhfE,ð·\Ž!,μ,Ü,·B

**[ñ•úEü,ÖfRfs[]]**

'l'ð"í^í,ì%ºº'[]s,ìfZf<,ì"à—e,¨,æ,Ñ[]'Ž®),ð[]A'l'ð"í^í,ìñ•úEü,ìfZf<,ÉfRfs[][,μ,Ü,·[]BfRfs[][,³,è,½"à—  
e,¨,æ,Ñ[]'Ž®),í[]AŠù'¶,ì"à—e,¨,æ,Ñ[]'Ž®),Æ'u,«Š·,í,è,Ü,·[]B

**[¶•û€ü,ÖfRfs[]]**

'l'ð"í^í,ì%oE'[-ñ,ìfZf<,ì"à—e,"æ,Ñ[]'Ž®),ð[]A'l'ð"í^í,ì¶•û€ü,ìfZf<,ÉfRfs[],μ,Û,·[]BfRfs[],³,è,½"à—  
e,"æ,Ñ[]'Ž®,ª[]AŠù'¶,ì"à—e,"æ,Ñ[]'Ž®,Æ'u,«Š,í,è,Û,·[]B

**[ñ] < Æ fOf < [fv, ÖfRfs]**

[ñ] < Æ 't, ð [fNfv] [fg, Å 'l'ð, μ, ½ fZf < "í ^ í, ð" à—  
e, ð [AfOf < [fv "à, ð • Ê, ð 'l'ð, μ, ½ fv] [fg, , x, Ä, ð " ~, ¶ fZf < "í ^ í, É fRfs [μ, Ü, · B, ±  
, ð fRf } f " fh, ð A • ; ð " , ð fv] [fg, ð 'l'ð, ð, ê, Ä, ç, é ð é ð †, É, ð, Ý Ž g—p, Ä, «, Ü, · B

[~A'±ff[f^,ìì~]

'l'δ,μ,½"í^í,ìfzf<,ÉA1 ,Â^Èä,ì~A'±,μ,½"l,Ü,½,í"ú•t,δ"ü—í,μ,Ü,·B'l'δ,μ,½"í^í,ìŠe□s,Ü,½,íŠe—  
ñ,ìÅ□%o,ìfzf<,ì"à—e,íA~A'±,μ,½'l,ìŠjŽn'l,Æ,μ,ÄŽg—p,³,ê,Ü,·B

**[•ŋžš, ðš, •t]**

fZf<, ð"à—e, Å, , éfefLfXfg, ð"z'u, μ'¼, μ□A'í'ð, μ, ½"í'í, ð—,, ß, Ü, ·□B□"l, Ü, ½, í□"Ž®, a"ü—  
í, ³, ê, ½fZf<, ðš,,, è•t, -, é, ±, Æ, í, Å, «, Ü, ¹, ñ□B□ŋ, ð—ñ, ð□œ, ç, Ä□A"í"à, ðfZf<, í<ó"" , Å, , é•K—v, a, , è, Ü, ·□B

【Ź】

'l'đ,μ,½fZf<,©,çA fZf<,l'Ź®,¾,¯,đíœ,μ,Ü,·BfZf<,l"à—e,ÆfRf"fg,íA•ïX,³,ê,Ü,¹,ñB



["Ž®,Æ'I]

'l'δ,μ,½fZf<,©,ç□AfZf<,l"à—e (ff□[f^,Æ□"Ž®) ,ð□í□œ,μ,Ü,·□BfZf<,l□'Ž®,Ü,½,íRf□f"fg,í□A  
%œ<¿,đŽó,¯,Ü,¹,ň□B

[fRf“fg]

'l'δ,μ,½fZf<,É“Y•t,³,ê,½fRf“fg,ì,Ý,ðíœ,μ,Ü,·BfZf<,ì“à—e,Æ“Ž®,ÍA•ïX,³,ê,Ü,¹,ñB

[ 'è< ]

fZf< "A" í^ í A, Ü, ½, í I, ð Ž Q E, ·, é, ½, ß, É Ž g — p, Å, <, é A f Z f< "A" í^ í A, Ü, ½, í 'è", â C E v Ž Z C E < % Ê, ì I, ì -  
¼ ' O, ð ì Ì -, μ, Ü, · B

["\,è•t,~]

'l'δ,μ,½-¼'O,δ"Ž@fo["É'}"ü,μ,Û,·B•òW%oÂ"\,Èó'Ô,É,È,Á,Ä,ç,é"Ž@fo["É"™ t (=) ,δæ"ª,É"ü  
—í,đŽn,β,½é#A["\,è•t,~] ,đfNfŠfbfN,·,é,ÆA'l'δ,μ,½-¼'O,əfj["f'f'è'u,É"\  
,è•t,~ ,ç,è,Û,·B"Ž@fo["ª•òW%oÂ"\,Èó'Ô,Ä,È,çé#A[-¼'O,l'\,è•t,~] f{fbfNfX,l-  
¼'O,đ\_fuf'fNfŠfbfN,·,é,ÆA"™ t (=) ,δæ"ª,É'l'δ,μ,½-¼'O,ª"Ž@fo["É"\,è•t,~ ,ç,è,Û,·B

【000-】

'1'δ,μ,½"í^í,ìf%ofxf<,đŽg—p,μ,ÄA-¼'O,đì0-,μ,Ü,·B

[^ø-p]

'l'đ,μ,½fZf<,l"í"à,Å"Ž®,đĚŸō,μA"Ž®,³Ě©,Â,©,Á,½ê†,ÍA,»,"Ž®-p,É'è`³,ê,½-  
¼'O,ÆŽQÆ,đ'u,«Š,ı,Ü,·B

**[Ž“®²®]**

'l'δ,μ,½"í^"à,ÅÅ,à,,çfZf<,É•K—v,È,,³,É#̂,í,¹,ÄA□s,ì,,³,ðÅ□¬,É'²□ß,μ,Û,·□BCEă,ÅfZf<,ì"à—  
e,ð•ï□X,μ,½□ê□#̂,í□A'l'δ,μ,½"í^,ì,,³,ð,à,π^ê"x'²□®,·,é•K—v,², ,è,Û,·□B,±  
,)fRf}f"fh,í□Afv□[fg,²•ÚCEì,³,ê,Ä,ç,é□ê□#̂,íŽg—p,Ä,«,È,ç,±,Æ,², ,è,Û,·□B

**[•\Ž!,μ,È,¢]**

'l'đ,μ,½s,Ü,½,Í—ň,đ"ň•\Ž!,É,μ,Ü,·B□s,Ü,½,Í—ň,đ"ň•\Ž!,É,μ,Ä,à□A"ň•\Ž!,É,È,Á,½s,â—  
ň,Íf□□[fNfV□[fg,©,çí□œ,<sup>3</sup>,é,Ü,<sup>1</sup>,ň□B



[Ä·Ž]

«Ý'δ,μ,Ä,ç,é"Í^Í,ÅA"ñ·Ž!,É,È,Á,Ä,ç,é[s,Ü,½,Í—ñ,δ·Ž!,μ,Ü,·B

**[‘I’đ”í^í,É#í,¹,é]**

‘I’đ,μ,½fZf<,ì“à—e,đ•\Ž|,·,é,½,ß,ì•K—v□Å□¬CEÀ,ì•□,É□#,í,¹,Ä□A—  
ñ•□,đ□Å□¬,É’²□@,μ,Ü,·□BCEä,ÅfZf<,ì“à—e,đ•ï□X,μ,½□é□#,í□A‘I’đ,μ,½”í^í,ì—ñ•□,đ□Ä’²□@,·,é•K—v,<sup>a</sup>, ,  
è,Ü,·□BfV□[fg,<sup>a</sup>•ÚCEì,<sup>3</sup>,é,Ä,ç,é□é□#,í□A,±,lfRf}f“fh,đŽg—p,Ä,«,È,ç,±,Æ,<sup>a</sup>, ,è,Ü,·□B

**[•W□€,)•□]**

f□□[fNfV□[fg,)•W□€,)—ñ•□,đ•ï□X,μ,Ü,·□BfV□[fg,ª•ÚƐì,³,ê,Ä,ç,é□ê□‡,Í□A,±,}fRf}f“fh,đŽg—p,Å,«,È,ç,±  
,Æ,ª, ,è,Ü,·□B

**[-¼'Ö,ì•ïX]**

□ì<Æ't,ìfV□[fg,ì-¼'Ö,ð•ïX,μ,Ü,·□B

**[•\Ž!,μ,È,ç]**

□\Æ't, ð"ñ•\Ž!, É, μ, Ü, ·□BfV□[fg, í□AŠ], ç, ½□ó'Ô, ì, Ü, Û, Å•Ê, ðfV□[fg, ÉfAfnfZfX, ·, é, ±  
,Æ,ª,Å,«,Ü,·,ª□Afv□[fg, í•\Ž!,³,è,Ü,¹,ñ□BfufbfN"à,Åfv□[fg,ª 1 -†,¾,¯•\Ž!,³,è,Ä,ç,é□é□†,í□A"ñ•\Ž!,É,·,é,±  
,Æ,í,Å,«,Ü,¹,ñ□B

[Ä·Ž]

"ñ·Ž|,É,È,Á,Ä,ç,éfV[fç,ð·Ž|,μ,Ü,·B

[[f□□[fNfV□[fg•□í] fc□[f<fo□[.ì•\Ž!]

[f□□[fNfV□[fg•□í] fc□[f<fo□[.đ•\

Ž! ,μ,Ü,·□B□"Ž® ,Æ,ìfŠfCE□[fVf†f"fvfbfv,ª, ,éfZf<,ìCEÿ□ö□AfZf<"à,Å,ì•ï□X,ì%œ<¿,đŽó,¯,½□"Ž® ,ì•\  
Ž!□A,¨,æ,ŃfGf%□[‘l,ìCEˆö,ì<L~^,È,Ç,đ□s,±,±,Æ,ª,Å,«,Ü,·□B

## [fV[fq,i•Uœi]

f[fNfV[fq,lfZf<AfOf%oft—v'fAf[fNfV[fq,Ü,½,lfOf%oft fV[fq,lfOf%oftfBfbfN

flfufWfFfNfgA,“,æ,Ñ Visual Basic Editor ftfH[f€,lfR[fh,ª•ïX,³,è,È,ç,æ,æ

,É•Uœi,µ,Û,·Bî<Æ't,lfV[fq,ª•Uœi,³,è,Ä,ç,éê#AfRf}f“fh-¼,Í [fV[fq•Uœi,l%øðœ] ,É•ï,í,è,Û,·B



**[fufbfN,ì•ÙŒè]**

fufbfN,ìfV[]fg[]'ç,ÆfufbfN fEfBf"fhfE,ð•ÙŒè,μ,Û,·BfufbfN,ìfV[]fg[]'ç  
,ð•ÙŒè,·,é,Æ[]AfV[]fg,ìí[]œ[]A^Ú" @[]A"ñ•\Ž!,Æ•\Ž!,ì[]Ø,è'Ö,[]A-  
¼'O,ì•ì[]X[]A[]V<KfV[]fg,ì' } "ü,È,Ç,ª,Ä,«,,È,è,Û,·[]B,Û,½[]AfufbfN  
fEfBf"fhfE,ð•ÙŒè,·,é,Æ[]AfEfBf"fhfE,ì^Ú" @,âfTfCfY•í[]X,È,Ç,ª,Ä,«,,È,è,Û,·[]B  
[]<Æ't,ìfhfLf...f[]fg,ª•ÙŒè,³,ê,Ä,ç,é[]é[]#[]AfRf}f"fh-¼,í [fufbfN•ÙŒè,ì%øð[]œ] ,É•İ,í,è,Û,·[]B

[f][g][ftfBf·f^]

fŠfXfg,É·\Ž|,·,é€-Ú,¼,¯,đ,·,î,â,Šo,·,é·û-@,Å,·B



[,.,x,Ä•\Ž!]

fŠfXfg,ì,.,x,Ä,ì□s,ð•\Ž!,μ,Ü,·□B

[ftfBf<f^ flfvfVf+f“,l□Y'è]

fŠfXfg,lf□[f^,đ'Š□o,μ□AŽw'è,μ,½ĀY□ō□đĀ□"Í^Í,É^è'v,·,é□s,¾,¯,đ•\Žl,μ,Ü,·□B

[fAfEfgf%ofCf“,iž©“@□i□¬]

□”ž®,âžQ□E,i•ûCEü,ÉŠî,Ă,ç,Ă□A’l’ð,μ,½fZf<”í^í,Ü,½,Íf□□[fNfV□[fg’S’i,ÉfAfEfgf  
%ofCf“,ðž©“@“l,É□i□¬,μ,Ü,·□B

**[fAfEfgf%ofCf“,ìNfŠfA]**

'l'đ,μ,½ff[f^,ìfOf<[fv,ìfAfEfgf%ofCf“,đ%đœ,μ,Û,·BfOf<[fv,đ'l'đ,μ,Ä,ç  
,È,çê±,íAf[fNfV[f'g'S'ì,ìfAfEfgf%ofCf“,a%đœ,<sup>3</sup>,è,Û,·B

[Ÿ'è]

fNfVfg,â'ð,μ,½fZf<"íí,lfAfEfgf

%ofCf",ðì¬,μ,½,èAfff^,ìWCEv,ÉŽg,xfIfvVf+f",ðŽw'è,μ,Ü,·B



**[Ĉen—ñ] ([•ÒW] - [fNfŠfA] fTfufffjf...)**

'l'đ,μ,½ff[f^Ĉen—ñAf[f^—v'fA<ßŽ—<ÈüA,Ü,½,íĈë."íí,đíœ,μ,Ü,·B

[fEfBf“fhfE,É±,í,¹,ÄTfCfY•ïX] ([•\Ž! ] fñfjf...□I)

fOf%oft fV□[fg,ìTfCfY,ðfEfBf“fhfE,É±,í,¹,Ä²□®,µ,Ü,·□BŠù’è,Å,Í□A□V,µ,□i□¬,³,è,½fOf%oft  
fV□[fg,í□AfEfBf“fhfE,ìTfCfY,Æ,í-³ŠÖEW,É□A“K“-,È” {—!,Ä•\Ž!,³,è,Ü,·□B

[f^fCf9f<] (['] "ü] f[]jf...[]]

fOf%oft,Éf^fCf9f<,ð'Ç%Á,μ,Û,·[]B

[ff][f^ f%ofxf<] ([']"ü] f[fjf...[]]

'l'ð,µ,½ff[f^Eñ—ñ[]Aff[f^—v'f[]A,Ü,½,ÍOf%oft,ì,·,×,Ä,ìff[f^—v'f,Éff[f^ f%ofxf<,ð'Ç%oÁ,µ,Ü,·[]B

[ - } — á ] ( [ ' } “ ü ] f [ f j f ... [ [ ]

f v f [ f b f g f G f Š f A , ì % ° E ' ¤ , É - } — á , ð ' Ç % ° Á , μ [ A , » , é , É [ ‡ , í , ¹ , Ä f v f [ f b f g f G f Š f A , ì T f C f Y , ð • ï [ X , μ , Ü , · [ B

[Ž²] ([']“ü] f[]ff...[]]

fAfNfefBfu fOf%oft,ÉŽâŽ² (%oº/[]¶'κ) , ,æ,Ñ'æ 2 Ž² ([]ã/%oE'κ) ,ð•\Ž|, ,é,©,Ç,κ,©,ð[]Ý'è,μ,Ü,·[]B

[-Ú·ü] ([']“ü] fffj...[]

fAfNfefBfu fOf%oft,É-Ú·ü,â•â•-Ú·ü,đ•\Ž|,·,é,©,Ç,κ,©,đÝ'è,μ,Û,·B

[<ßŽ—<Èü,ì'Ç%Á] ([fOf%oft] fffj...[])

-ÊA□c-\_A%oi-\_A□Ü,êüüAZŮ•z□}fOf%oft,ìff□[f^ĈEn—ň,ÉA<ßŽ—<Èü,đ'Ç  
%Á,μ,Ü,·□B,Ü,½,í□AŠù'¶,ì<ßŽ—<Èü,ìŽí—p,đ•ï□X,μ,Ü,·□B



**[Āē-“í^í] ([‘]“ü] fffj...[]]**

-Ê[]A[]c-[]A%oi-[]A[]Ü,ê[]ü[]AŽU•z[]}fOf%oft,ìff[][f^Āen—ñ,É[]AĀē-“í^í,đ'Ç  
%oÁ,μ,Ü,·[]B,Ü,½,í[]AŠù'¶,ìĀē-“í^í,ìŽí—p,đ•ï[]X,μ,Ü,·[]B3-D[]A[]f[]f[]\_[][[]A%o~[]A,“,æ,Ñfh[][fjfc fOf  
%oft,ìff[][f^Āen—ñ,ÉĀē-“í^í,đ'Ç%oÁ,·,é,±,Æ,í,Ā,«,Ü,<sup>1</sup>,ñ[]B

## [CERÜ]

[CERÜ] fc[f<fo[,đ•\Ž|,μ,Ü,·B[CERÜ] fc[f<fo[,É,ÍA•\ ,đ□□~□A•Ò□W□A,¨,æ,Ñ•À,x'Ö,!,é,½,β,lf{f^f",â□A'I'đ,μ,½•¶Žš—ñ□A'i— Ž□AfZf<□Af|fufWfFfNfg,ìCERÜ,đ'Ç%Á,¨,æ,Ñ•í□X,·,é,½,β,lf{f^f",ªŠÜ,Ü,ê,Ä,ç,Ü,·□B

**[ 'l'ð,μ,½fOf%oft—v'f ]**

'l'ð,μ,½fOf%oft—v'f, ð'Ž® ,ð'Ý'è,μ,Ü, ·BfRf}f“fh-¼A, ”,æ,Ñf\_fCfAf□fO f{fbfNfX,É•\Ž!,³,è,Ä,ç  
,é'Ž®□Ý'è,}f}vfVf#f“,íA'l'ð,μ,½fOf%oft—v'f,É,æ,Á,Ä^Ù,È,è,Ü,·B,½,Æ,!,îA-}—á,ð'l'ð,μ,Ä,ç  
,éê#Afrf}f“fh-¼,í [-}—á] ,Ü,½,í [ 'l'ð,μ,½-}—á ] ,É,È,è,Ü,·B

[fOf%oft, iŽi—p]

ĈÊX, ĭff[f^ĈEn—ñAfOf<[fvA, Ü, ½, ĭfOf%oft‘S‘i, iŽi—p, đ•ïX, μ, Ü, ·B

**[3-D fOf%oft]**

3-D (3 ŽŸĚ³) fOf%oft,ìŠOŠí,ď•ïX,μ,Ü,·Bf\_fCfAfO f{fbfNfX,É,íACE»Y,ìY'è,ďŽ!,.fTf“fvf< fOf  
%oft,ª•\Ž!,ª,è,Ü,·B

**[OK]**

• ï X " à — e, ð • Û ' ¶ , µ, Ä □ A, ±, ì f C f A f □ f O f { f b f N f X, ð • Â, ¶, Ü, · □ B

[•Â,¶,é]

,±,ìfEfBf“fhfE~g,ð•Â,¶,Ü,·□B

[**},ð•Â,¶,é]**

},ì•ÒW,ð|—<sup>1</sup>,μ,ÄA'O,ì•ÒWf,|[fh,É-ß,è,Ü,·B



[•Â,¶,é]

fvfœfrf...[.ð|—¹,·,é,©,Û,½,Íc[|f<fo[.ð•Â,¶,ÄA'O,ì%œ-Ê,É-ß,è,Û,·B

[•Â,¶,é]

fwjbf\_[] ,âftjbf^[] ,ì•Ò[]W—p, ìfEfBf“fhfE~g, ð•Â, ¶, Ü, ·[]B

[fY][f€] ([•\Ž:] fffj...[])

CE»[Ý,ìftf@fCf<,ì•\Ž!“{-|,đ•ï[X,μ,Ü,·[]B

**[fo [fWf#f“ [i•ñ] ([fwf<fv] f [fjf... [ [**

Žg—p,μ,Ä,ç,é Microsoft fAfvfŠfP [fVf#f“, [fo [fWf#f“ [i•ñ [A’ ~ [i [E [Af%ofCfZf“fX,ÉŠÖ, ,é’ [ ^ Ó [AŽg—  
p<-’øŽÒ, [Ž [ -1/4,Æ%oiŽĐ-1/4 [Afvf [f\_fNfg ID [A, “,æ,ŇfvfXfef€, [ [ [ - [i•ñ,đ•\Ž!,μ,Ü,· [B

[•À,×'Ö,;]

'l'đ,μ,½s,Ü,½,íŠfXfg,ìff[f^,đA]IS fR[fh#A"'"l#A"ú•t#A,Ü,½,íEÜ\%°¹#É•À,×'Ö,;,Ü,·B

[•\,ì%øđ□œ]

'l'đ,μ,½•\,Ü,½,í•\,ì□s,đ•¶Žš—ñ,É•İŠ•,μ,Ü,·□BŠe□s,ìfZf<,ì“à—  
e,í□AŽw'è,μ,½<æ□Ø,è•¶Žš,Å<æ□Ø,ç,è,Ü,·□B

**[f]fNf[] ([fc[][f<] - [f]fNf[] fTfuf[]fjf...[])**

[f]fNf[] f\_fCfAf[]fO f{fbfNfX,đŠj,«,Ü,·[]B,±,lf\_fCfAf[]fO

f{fbfNfX,Á,í[]Af}fNf[],ìŽÀ[]s[]A•Ò[]W[]A[]í[]œ,đ[]s,±,Æ,ª,Å,«,Ü,·[]B[]V,μ,ç}fNf[],đ[]ì[]¬,·,é,É,í[]A[Visual Basic Editor] ([fc[][f<] - [f]fNf[]) ,đfNfŠfbfN,μ,Ü,·[]B

**[ ] ( ' " ü ] f f j f ... [ ]**

[ ] , ' } " ü ] f f j f ... [ , ð • \ Ž | , μ , Ü , · [ B [ ] , ' } " ü ] f f j f ... [ , É • \ Ž | , ° , é , é [ ] , â f i f u f w f f f N f g , ì Ž í —  
p , ð f N f Š f b f N , μ , Ä ' } " ü , , é , ± , Æ , ° , Å , « , Ü , · [ B



[f%ofxf<]

'l'đ,μ,½fZf<"í^í,ìs,Æ—ñ,ìfefLjXfg f%ofxf<,đŽg,Á,ÄA"Ž®,ì-¼'O,đìì¬,μ,Ü,·B

**[Lotus 1-2-3 fwf<fv]**

Lotus 1-2-3 ,lf[]ff...[][,âfRf}f“fh,É‘Š“-.,.é Excel ,l‘€[]i•û-@,đ•\Ž|,μ,Û,·[]B‘l‘đ,μ,½fRf}f“fh,ì Excel  
,Â,l‘€[]iŽè[]‡,đf[][]fNfV[]f[]fg,É•\Ž|,μ,½,è[]A,»,l‘€[]i,ljff,,đ•\Ž|,.,é,±,Æ,<sup>a</sup>,Â,«,Û,·[]B

**[Exchange ftfHf<f\_]**

□̀<Æ't,̀ftf@fCf<,đŽw'è,μ,½ Microsoft Exchange ftfHf<f\_,É“Š□e,μ,Ü,·□B

**[fAfhfCf“]**

Microsoft Office ,ìkN“ ®Žž,ÉŽ©“®“l,ÉŽg,|,é,æ,ɹ,É,·,éfAfhfCf“,ðŽw'è,μ,Û,·BMicrosoft Office  
,É“Y•t,³,è,Ä,ç,éfAfhfCf“,³/4, -,Â,È,□A'ÆŽ©,É□ì□¬,μ,½fAfhfCf“,à“o~^,Û,½,Í□í□œ,Â,«,Û,·□B

[']“ü]

'l'δ,μ,½fV[fq,ì¶'κ,ÉA□V,μ,çf□□[fNfV□[fq□A□Of%oft fV□[fq□A,Ü,½,Ífef“fvf□□[fq,δ'}“ü,μ,Ü,·□B

**[.,x,Ä,lfV[fg,ð'í'ð]**

ì<Æ'+,lfufbfN,ì,.,x,Ä,lfV[fg,ð'í'ð,μ,Ü,·□B'í'ð,μ,½,·;□",lfV[fg,ì,.,x,Ä,É'í,μ,Ä□A•Ò□W,Ü,½,í□'Ž@□Ý'è,ì□  
ì<Æ,ð"~Žž,É□s,±,±  
,Æ,ª,Ä,«,Ü,·□B,½,Æ,;í□A•;□",lfV[fg,ð^ê"x,É□í□œ,μ,½,è□A•;□",lf□□[fNfV□[fg,É"~,¶ff□[f^,ð^êŠ±,μ,Ä"ü  
—í,.,é,±,Æ,ª,Ä,«,Ü,·□B

[•ŕŽšfXf^fCf•]

ŽŸ,ì•ŕŽšfXf^fCf<,ª•\Ž|,³,e,Ü,•□B

['i—žfxf^fcf<]

žŸ,lfxf^fcf<,•\Ži,³,e,Ü,·□B



## [f]fXf^f€ frf...[]

f[]fNfV[]fg,î^Ù,È,éfrf...[],đ[]i[]¬,μ,Û,·Bfrf...[],đŽg,α,Æ[]A1 ,Â,lf[]fNfV[]fg,É“ü—  
í,³,è,½ff[]f^,đ[]A^Ù,È,éÉ`Ž®,Â•\Ž|,·,é,±,Æ,ª,Â,«,Û,·B,»è,¼,è,lf[]fNfV[]fg,²,Æ,É[]Ý'è,μ,È,-  
,Ä,à[]AfufbfN“à,ì,·,x,Ä,lfV[]fg,ÂŽg—p,Â,«,Û,·B

["wEi]A["wEi,ìíœ]

'l'đ,μ,½fjfbfj}fbfv,ÉŠí,Ã,ç,ÄAfNfVfg,ì"wEi,ÉfOf%ftfBfbfN fCfW,đ•Ž!,μ,Ü,·B,Ü,½,í\ Ž!,³,ê,Ä,ç,é"wEi,đíœ,μ,Ü,·B

[E³,iff[f^]

'l'δ,μ,½ff[f^E n—ñ,âff[f^—v'f,δfOf%oft,É'Ç%oÁ,Ü,½,í•ïX,μ,Ü,·B

【é】

'l'δ,μ,½fufWfFfNfg,lfNfVfg,Å,ì"z'u,δ'²@,μ,Ü,·B

**[fOf%oft flfvfVf#f“]**

'l'đ,μ,½fOf%oft,İŽí—p,ì•W€flfvfVf#f“,đ•İX,μ,Ü,·B-Ú·üAŽ²Af^fCfgr,Æf%ofxf<A-}—áAff[f^fe[fuf<,ì,»è,¼,è,É,Â,ç,ÄA•\Ž!•ù-@,È,Ç,İflfvfVf#f“,đ•İX,Â,«,Ü,·B

[fV□[fg^ê—]

fufbfN,ì,·,x,Ä,ìfV□[fg,ì^ê—,ð·\Žì,μ,Ü,·□B

**[fV[fq,ì'ì'ò]**

[fV[fq,ì'ì'ò] f\_fCfAf□fO f{fbfNfX,ò•\Žì,μ,Ü,·□B,±,ìf\_fCfAf□fO f{fbfNfX,É,Í□AfufbfN“à,ì,·,x,Ä,ìfV□[fq,ì^è  
—,ª•\Žì,³,è,Ü,·□B

[,»,ì¼,ìfEfBf“fhfE] ([fEfBf“fhfE] fñfjf...□□)

CE»□Ý□AŠ],ç,Ä,ç,éfEfBf“fhfE,ì^è—,ð•Žì,μ,Ü,·□B^è—,Å-  
Ú“ì,ìfEfBf“fhfE,ðfNfŠfjN,·,é,Æ□A,»,ìfEfBf“fhfE,²fAfNfefBfu,É,È,è,Ü,·□B



**[ÄvZZÀs]**

ff[f^ fe[fuf<,đŠÜ,ß,ÄŠ],ç,Ä,ç,é,·,×,Ä,lf[fNfV[fç,lf[f^,đvZZ,μ,Ü,·B,Ü,½A,·,×,Ä,İŠ],ç,Ä,ç,éOf  
%oft fhfLf...f“fg,đXV,μ,Ü,·B

[□1fEfBf“fhfE~g,ì•\Ž:/”ñ•\Ž!]

f of Cf “f\_□[, ìfZfNfVf#f“, ì^é—, ð•\Ž!, μ, Ü, ·□B

**[ 'Ç%Á ]**

f of C f " f \_ [ , É [ V , μ , ç f Z f N f V f f f " , ð ' Ç % Á , μ , Ü , · [ B

[ftf@fCf<, ©, ç' Ç%oÁ]

Žw'è,μ,½ftf@fCf<,δ□V,μ,çfZfNfVf#f“ ,Æ,μ,ÄfofCf“f\_□[,É'Ç%oÁ,μ,Ü,·□B

【íœ】

'l'đ,μ,½fZfNfVf#f“,đf of Cf“f\_□[, ©,çíœ,μ,Û,·□B

【•i□»】

'l'δ,μ,½fZfNfVf#f“,đfRfs□[,μ□AfofCf“f\_□[,É' }“ü,μ,Ü,·□B

**[~¼'Ö,ì•ïX]**

föfCf“f\_□[,ìfzfNfVf#f“,ì~¼'Ö,ð•ïX,μ,Ü,·□B

[•À,×'Ö,;]

f of C f " f \_ [ " à , ì f z f N f v f # f " , ì # ~ , ð • ï X , μ , Ü , · B



[•\Ž!,μ,È,¢]

fofCf“f\_□[,lfzfNfVf#f“,đ”ñ•\Ž!,É,μ,Û,·□B

[fzfNfVf+f“,]Ä•Ž:]

”ň•\Ž|,É,È,Á,Ä,č,éfofCf“f\_[]|,]fzfNfVf+f“,đ•\Ž|,μ,Ü,·B

[ftf@fCf<,É•Û'¶]

f ofCf" f\_[][, ìfZfNfVf¶f", ðCEÂ•Ê, ìftf@fCf<,Æ,µ,Ä•Û'¶,µ,Û,·□B

[ŠO'¤,É•\Ž!]

fZfNfVf#f",đ□□-CE³fAfvfŠfP□[fVf#f",ÅŠ),«,Ü,·□B

**[fZfNfVf+f“,lfvf□fpfefB]**

'l'δ,μ,½fZfNfVf+f“,lfvf□fpfefB,δ•\Žl,μ,Ü,·□B

**[The Microsoft Network]**

The Microsoft Network (MSN) ,ÉÚ'±,μ,Ü,·BMSN ,Å,íA,³,Ü,´,Ü,ÈfT[fxfX,â'ñ<ÿ,³,ê,Ä,ç,Ü,·B

[fgfsbfN,ìĚŸö] ([fwf:fv] fñfjf...[])

Microsoft fAfvfŠfP[] [fvf+f" ,lfj" f%fCf" fwf:fv, ì-ÚŽŸ, ð•\Ž!, μ, Ü, ·B

**[Office fAfvfXf^f“fg]**

Œ»Ÿ,ìì<Æ,ÉŠÖ,·,éfwf<fv fgfsfbfN,âfqf“fg,ð•\Ž!,μ,Û,·B



[fy][fw][Y'è]

f of Cf "f\_ [ , Å ' ð , µ , ½ f Z f N f V f f " , ì ^ ó ü f C f A f E f g f l f v f V f f f " , ð Ž w ' è , µ , Ü , · B

[^óü]

föfCf“f\_[][,Å‘‘ð,μ,½fZfNfVf#f“,ì^óüfJfVf#f“,ðŽw’è,μ,Ü,·[]B

[ff][f^ fe][fuf.]

fOf%oft,ì%o'x,ÉAŠeff[f^En—ñ,ì'l,đ•\E`Ž®,Å•\Ž!,μ,Ü,·B

**[Ĉn-ñ,đ-ñ•ûĈü,É'è<`]**

-ñ•ûĈü,ĭff[]f^,đfOf%oft,ĭff[]f^Ĉn-ñ,Æ,μ,Äfvf[]fbfg,μ,Û,·[]B


[CEn—ñ,ð[s•ûCËü,É'è<`]

[s•ûCËü,]ff[f^,ðfOf%oft,]ff[f^CEn—ñ,Æ,µ,Äfvf]fbfg,µ,Ü,·B

f` fFbfNf}[]fN

f[]fj...[][-Ú,ª'ì'ð,³,è,Ä,ç,é,±,Æ,ð•\,µ,Û,·[]Bf[]fj...[][-Ú,ì'ì'ð,ðŽæ,è[]Á,·,É,í[]A,à,α^è“xfNfŠfjbfN,µ,Û,·[]B

[‘I’đ”í^í,đ—LÆø,É,-,é]

fsf{fbfgfe[]fuf<,ìs,Ü,½,í—ñ,đ,Û,Æ,ß,Ä‘I’đ,Å,«,é,æ,ɣ,É,μ,Û,·□B ,<sup>a</sup>%oÿ,<sup>3</sup>,ê,Ä,t  
,é[]ê[]#[]A[]W[]E[]v[]f[]A[]f[]C[]f[]e[]f[]€,ì[]“[]Ž[]@,đ,Û,Æ,ß,Ä•ï[]X,μ,½,è[]“[]Ž[]@,đ[]Ý’è,Å,«,é,æ,ɣ,É[]A[]f[]s[]f[]f[]b[]f[]g[]f[]e[][]f[]u[]f[]<[]f[]Æ[]f[]  
[]f[]g[],ì[]f[]t[]f[]B[][]f[]<[]f[]h[],â[]€-Ú,đ‘I’đ,Å,«,Û,·□B[]f[]t[]f[]B[][]f[]<[]f[]h[],â[]€-Ú,đ‘I’đ,·,é,É,í[]A[]f[]t[]f[]B[][]f[]<[]f[]h[]f[]%[]o[]f[]x[]f[]<,â[]€-Úf[]  
%[]o[]f[]x[]f[]<,ì[]ä•”,Û,½,í[]□[]¶‘ɣ,đ[]f[]f[]C[]f[]“[]f[]g,μ[]A[]f[]f[]C[]f[]“[]f[]^,^

- ↓ ,Ü,½,í
- ▶ ,É•ï,í,Á,½,çfNfŠfbfN,μ,Û,·□B

[□"Ž®,îê—•\Ž:]

^Ù,È,éƒ□□[fNfV□[fg□ă,îfsf{fbfgfe□[uf< fĈf|□[fg,Ü,½,îfsf{fbfgfOf%oft fĈf|□[fg"à,î□"Ž®,îê—,đ•\  
Ž!,μ,Ü,□B



[ff[f^,í'ð]

fsf{fbfgfe[fuf< fCef|[fg,Å[Afsf{fbfgfe[fuf< ftfB[f<fh,âfAfCfef€ f%ofxf<,ð'í'ðf|  
fCf“f^,ÅfNfŠfbfN,μ,½,Æ,«,É[AŠÖ~A,·,éff[f^,¾,¯,ª'í'ð,³,ê,é,æ,κ,É,μ,Ü,·BftfB[f<fh,âfAfCfef€ f  
%ofxf<,í'í'ð,³,ê,Ü,¹,ñB

[f%ofxf<,Æff[f^]

fsf{fbfgfe[fuf< fCef|[fg,Å[Afsf{fbfgfe[fuf< ftfB[f<fh,âfAfCfef€ f%ofxf<,ð'!ðf|  
fCf“f^,ÅfNfŠfbfN,μ,½,Æ,«,É[AŠÖ~A,·,éff[f^,Æf%ofxf<,ð'!ð,³,è,é,æ,ɹ,É,μ,Ü,·B

[f%ofxf<]

fsf{fbfgfe[]fuf<•ñ□□□',Å□Afsf{fbfgfe[]fuf< ftfB[]f<fh,âfAfCfef€ f%ofxf<,ð'l'ðf|  
fCf"f^,ÅfNfŠfbfN,μ,½,Æ,«,É□AŠÖ~A,·,éf%ofxf<,¾,¯,ª'l'ð,³,è,é,æ,α,É,μ,Û,·□Bff[]f^,í'l'ð,³,è,Û,¹,ñ□B

[V·K·i·]

'l'δ,μ,½•¶Žš—ñ,ì'èCE^<â,ð·,μ,Ü,·B

[ ], Æ, μ, Ä “ \, è • t, ¯ ]

fRfs [ , μ, ½ fZf < AfZf < “ í í A, Ü, ½, í -, ,, ß ž, Ý fOf % o f t, ð A A } , Æ, μ, Ä Excel f [ [ fNfV [ [ fg, É “ \, è • t, ¯ , Ü, · B

[ ] , ì f Š f “ f N “ \ , è • t , ı ]

fRfs [ , μ , ½ fZf < AfZf < “ í í A , Ü , ½ , í - , , B ž , Ý f O f % o f t , ð Excel f [ f N f V [ f g , É “ \ , è • t , ı AfŠf “ f N , ð Ý ‘ è , μ , Ü , • B Ç E ³ , ì f f [ f ^ , ð • ï X , , é , Æ A “ \ , è • t , ı , ½ [ ] , à • ï X , ³ , è , Ü , • B



[f q f " f g , ì • \ Ž !]

□ ÷ Æ , ð □ i , ß , é Ç ø — ! " l , È • û - @ , É , Â , ç , Ä , ì f □ " f j f C f " f g f q f " f g , ð • \ Ž ! , μ □ A Š Ö ~ A , , é < @ " \ , â □ V , μ , ç < @ " \ , É , Â , ç , Ä ' ñ Ž ! , μ , Ü , · □ B



[~A-æ, ð] ([ftf@fCf<] fffj...]

V, μ, ç ~A-æ, ð, μ, Ü, ·B

[f]v[Vf]f“]

Office fAfVfXf^f“fg, ðŽg, ç•û, ð•ïX, ·, é, ±, Æ, æ, Å, «, Ü, ·B

[fAfvfxf^fg,ì'ì'ò]

Office fAfvfxf^fg,ìŽí—þ,ð•ï□X,·,é,±,Æ,ª,Å,«,Ü,·□B

[fAjjf][fVff“]

fNfŠfbfN,·,é,Æ□AOffice fAfVfXf^f“fg,ª”®,«,Ü,·□BOffice fAfVfXf^f“fg,ì,ç,ë,ç,ë,È”®,«,ðŒ©,é,±  
,Æ,ª,À,«,Ü,·□B

[Office fAfVfXf^f“fg,đ•Ž|,·,é]A[Office fAfVfXf^f“fg,đ%B,·]

Office fAfVfXf^f“fg,đ%æ-Ê,É•Ž|,·,é,©A%æ-Ê,©,çíœ,μ,Û,·B

[,»,ì¼,ìF]

[F,ì'è] f\_fCfAfO f{fbfNfX,đŠ,«,Ü,·B•Ê,ìF,đ'đ,μ,½,èA'ÆŽ©,ÉF,đì¬,·,é,±,Æ,ª,Å,«,Ü,·B

["h,è,Â,Ô,μϵø%oÊ]

["h,è,Â,Ô,μϵø%oÊ] f\_fCfAf□fO f{fbfNfX,đŠ},«,Ü,·□B“h,è,Â,Ô,μ,É□}□AfOf  
%off□[fVf†f“□AfefNfXf`ff□A,Ü,½,Ípf^□[f“,đ□Ý'è,·,é,±,Æ,ª,Â,«,Ü,·□B

**[fufWfFfNfg,ìpf^[]f“]**

'l'đ,μ,½fufWfFfNfg,ì“h,è,Â,Ô,μ,ÉŽg—p,Â,«,épf^[]f“,ì^è—,đ•\Ž!,μ,Ü,·B



[,»,ì¼]

fñff...[.É•K—v,È€—Ú,ª,È,çêç,íA[,»,ì¼] ,đNfŠfbfN,μ,Äfjfvfjff“,ìê—,đ•\Ž!,μ,Ä,,¼,³,çB

**[Šù'è,ìfxf^fcf.]**

'l'đ,μ,½fc[f<fo[.ìf{f^f",Ü,½,íffjf...[ fRf}f"fh,đAŠù'è,ìfxf^fcf,Å\  
Ž!,μ,Ü,·Bfc[f<fo[.ìf{f^f",ìèè#,ìAf{f^f" fCf[fW,¾,¯,đ·Ž!,μ,Ü,·Bffjf...  
[ fRf}f"fh,ìèè#,ìAfRf}f"fh-¼,Æ,»,ì-x,ìf{f^f" fCf[fW,đ·Ž!,μ,Ü,·B

[fēfLfxfg,ì,Ÿ•\Ž:]

'l'đ,μ,½fc[f<fo[.lf^f",Ü,½,Íffj...[ fRf}f"fh,ì-¼'O,¾,¯,đ•\Ž!,μ,Ü,·Bf{f^f" fCf[fW,Í•\  
Ž!,μ,Ü,¹,ñB

[fCf□□[fW,ÆfAfcRf“,đ•\Ž!]

'l'đ,μ,½fc□[f<fo□[.lf{f^f“,Ü,½,Í□fjf...□[ fRf}f“fh,ì-¼'O,Æf{f^f“ fCf□□[fW,đ•\Ž!,μ,Ü,·□B

**[%E 45 "x%ñ"]**

'l'đ,μ,½fjLjXfg,đA¶¶%º,©,ç%E¶ă,É"Ç,ß,é,æ,æ,ÉA45 "x,İŠp"x,Å%E,É%ñ"],μ,Ü,·B

**[¶ 45 “x%ñ”]**

'l'đ,μ,½fefLjXfg,đA¶ā, ©,ç%E%º,É“Ç,ß,é,æ,æ,ÉA45 “x,ìŠp“x,Å¶,É%ñ”,μ,Û,·B

[ŠJ,]

Šù'è,ì Web fuf%ofEfU,Å Web fy□[fW,ðŠJ,«,Ü,·□B

**[fXf^[]fg fy[]fW]**

[Web] fc[]f<fo[][,ì [^Ú"®] f[]fj...[][,É, ,é [fXf^[]fg fy[]fW,ì[]Ý'è] ,đŽg,Á,Ä[]AfXf^[]fg  
fy[]fW,đŽw'è,·,é,±,Æ,ª,Å,«,Ü,·[]B



**[-B,é]**

^È'O,ÉfWffff“fv,μ,½ÅCEă,ì 10 ftf@fCf<,Ü,½,ÍfAfCfef€,ì^è—,©,çA'O,Ìftf@fCf<,Ü,½,ÍfAfCfef€  
,đŠJ,«,Ü,·B

**[i, p]**

^È'O,ÉfWffff“fv,μ,½ÅĀĒă,ì 10 ftf@fCf<,Ü,½,ÍfAfCfef€,ì^è—,©,çÅŽŸ,Ìftf@fCf<,Ü,½,ÍfAfCfef€  
,đŠ,«,Ü,·B

[fWfff“fv,ì'tž~]

žÀ□s't,ìfWfff“fv,đ'tž~,μ,Ü,·□B

[**ÁV, ìî•ñ, ÉXV**]

«»Ý' ð, µ, Ä, ç, éfy [fW, ðÄ"x"Ç, Ýž, ñ, ÅAî•ñ, ðXV, µ, Ü, ·B


[, "C, É "ü, è, ð Š, ]

[ĀŸōæ] f{fbfNfX, É [Favorites] ftfHf<f\_ , ð • Ž |, μ, Ü, · □B[Favorites] ftfHf<f\_ , É, Í □A, æ, Žg—  
p, · , éftf@fCf< □AftfHf<f\_ □A, Ü, ½, ÍfnfCfp □[fŠf" fN, Ö, )fVf# □[fgf]fbfg, ŠÜ, Ü, è, Ä, ç, Ü, · □B


[, " < C, É " ü, è, É ' Ç % Á ]

' I ' ð, µ, ½ f t f @ f C f < A f t f H f < f \_ A, Ü, ½, Í Š f " f N, Ö, ð V f # [ f g f j f b f g, ð [ [ ¬, µ A [ Favorites ] f t f H f < f \_ É ' Ç  
% Á, µ, Ü, · B Ç E <sup>3</sup>, ð f t f @ f C f < , â f t f H f < f \_ í ^ Ú " ®, µ, Ü, <sup>1</sup>, ñ B

**[[Web] fc[f<fo[.l,Ÿ,đ•\Ž!]**

[Web] fc[f<fo[^ÈŠO,ìACE»Ÿ•\Ž!,<sup>3</sup>,é,Ä,ç,é,·,×,Ä,ìfc[f<fo[.đ"ň•\Ž!,É,μ,Ü,·B"ň•\Ž!,É,μ,½fc[f<fo[.đÄ"x•\Ž!,·,é,É,íA,đfNfŠfbfN,μ,Ä,,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>,çB

## [‘O,Ö]

 ([fWffff“fvæ,ì‘ð] fffj...[]), ÅÆ»Ý‘‘ð,<sup>3</sup>,ê,Ä,ç,é‘O,ìfAfCfef€,ð•\Ž!,μ,Û,·Bffjff...[][Å%½,à‘ð,μ,Ä,ç,É,çêþ,íAì<Æ‘t,ìftj@fCf<,ì‘O,ìfEfBf“fhfE,ð•\Ž!,μ,Û,·B,±,ê,íA**PageUp** fL[][ð%ÿ,μ,½êþ,Æ“<sup>˘</sup>,¶,Ä,·B PowerPoint ,Ä,íA‘O,ìfXf%ofCfh,ð•\Ž!,μ,Û,·B




## [ŽŸ,Ö]



([fWffff“fvæ,ì'ì'ð] fffjf...[]), ÅCE»Ÿ'ì'ð,³,ê,Ä,ç,éŽŸ,ìfAfCfef€,ð•\Žì,μ,Ü,·Bffffj...[],Å%½,à'ì'ð,μ,Ä,ç  
,É,çêê‡,íAì<Æ't,ìftj@fCf<,ìŽŸ,ìEfbf“fhfE,ð•\Žì,μ,Ü,·B,±,ê,íA**PageDown** fL[],ð  
%oŸ,μ,½êê‡,Æ“~,¶,Ä,·B  
PowerPoint ,Å,íAZŸ,ìXf%ofCfh,ð•\Žì,μ,Ü,·B

## [‘O,Ö]

 ([fWffff“fvæ,ì‘ð] fffj...[]), ÅÆ»Ý‘‘ð,<sup>3</sup>,ê,Ä,ç,é‘O,ìfAfCfef€,ð•\Ž!,μ,Û,·Bffjff...[][Å%½,à‘ð,μ,Ä,ç,É,çêþ,íAì<Æ‘t,ìftj@fCf<,ì‘O,ìfEfBf“fhfE,ð•\Ž!,μ,Û,·B,±,ê,íA**PageUp** fL[][ð%ÿ,μ,½êþ,Æ“<sup>˘</sup>,¶,Ä,·B PowerPoint ,Ä,íA‘O,ìfXf%ofCfh,ð•\Ž!,μ,Û,·B

## [ŽŸ,Ö]



([fWffff“fvæ,ì'ì'ð] fffjf...[]), ÅCE»Ÿ'ì'ð,³,ê,Ä,ç,éŽŸ,ìfAfCfef€,ð•\Žì,μ,Ü,·Bffjf...[],Å%½,à'ì'ð,μ,Ä,ç,É,ç,êë,íAì<Æ't,ìftj@fCf<,ìŽŸ,ìEfbf“fhfE,ð•\Žì,μ,Ü,·B,±,ê,íA**PageDown** fL[],ð%öŸ,μ,½êë,Æ“~,¶,Ä,·B  
PowerPoint ,Å,íAZŸ,ìXf%ofCfh,ð•\Žì,μ,Ü,·B

[fWffff“fv□æ,ì'í'ð]

[fWffff“fv□æ,ì'í'ð] f□fj...□[.ðŠ],«,Ü,·□B□ì<Æ't,ìftf@fCf<,©,ç,ìfWffff“fv,ÉŽg—p,·,éfAfCfef€  
,ðfNfŠfbfN,Å,«,Ü,·□B“˘,¶Ží—p,ìfAfCfef€,Ö,ìfWffff“fv,ð'±,˘,é□ê□‡,í□A (‘O,Ö) ,Ü,½,í

☑ (ŽŸ,Ö) ,ðfNfŠfbfN,μ,Ü,·□B

[fufWfFfNfg,ì}'“ü]

f[]f<,ì^Ê'u,ÉfOf%oftfBfbfN fufWfFfNfg,ð}'“ü,μ,Û,·□B

[•`%æfT[fo[ flufWfFfNfg,ì')“ü]

fj[f\<,ì^Ê'u,É•`%æfT[fo[ flufWfFfNfg,ð')“ü,μ,Û,·B

[f][fhfA][fg,ì}“ü]

Office • `‰æfjfufWfFfNfg,ð}“ü,μ,ÄAfefLfXfgEø‰Ê,ðì¬,μ,Û,·B

[fRfJfNf^,ìÄÚ'±]

'l'ð,µ,½fRfJfNf^,ìÚ'±,ðXV,µ,Û,·B,±,ìê#A,»,é,¼,ê,ì}CE`,ªd,È,è#,í,È,ç,æ,æ,É,µ,È,ª,çA2  
,Â,ì}CE`,ìšô,ìÄ'Z,ÄAÄ"K,ìÚ'±%óš,ÉfRfJfNf^,ìü,ðÚ'±,µ'¼,µ,Û,·B



**[Clip Gallery ,É•Û'¶]**

'I'ð,µ,½fjufWfFfNfg,ð Clip Gallery ,É•Û'¶,µ,Û,·□B

["÷'²@ (ã)] ([}]Ĉ`,'²@] fffj...[]

'l'đ,μ,½ffufWfFfNfg,đ,μ,¾,ã,É^Ú"@,μ,Ü,·B

["÷'²@ (%o°)] ([@}œ` ,ì'²@] fffj...[]

'l'δ,μ,½ffufWfFfNfg,δ,μ,¾,~%o°,É^Ú"@,μ,Ü,·B

["÷'²@ (¶¶)] ([¶}€`,ì'²@] f¶ffj...¶[)

'l'δ,μ,½ffufWfFfNfg,δ¶,μ,¾,¬¶¶,É^Ú" @,μ,Ü,·¶B

["÷'²Ⓜ (%oE)] ([Ⓜ}CE`,ì'²ⓂⓂ] fⓂffj...Ⓜ[

'l'δ,μ,½ffufWfFfNfg,δⓂ,μ,¾,~%oE,É^Ú"Ⓜ,μ,Ü,·ⓂB

**[—pŽt,É†,í,¹,é] ([ ]}CÈ` ,ì² [ ] - [ "z'u/[ ]® —ñ] fTfuf [ ]ffj... [ ] [ ]**

'l'δ,μ,½ffufWfFfNfg,δ Afy [ ]fW,É†,í,¹,Ä"z'u,Ü,½,í [ ]® —ñ,μ,Ü,· [ ]BffufWfFfNfg,Ç,π  
,μ,Å^Ê'u,δ†,í,¹,Ä"z'u,Ü,½,í [ ]® —ñ,·,é,É,í [ ]A,±,ìffvfVf#",δffft,É,μ,ÄfRf}f"fh,ì—x,ìf`fFbfN  
f} [ ]fN,ª,È,ç [ ]ó'Ô,É,μ,Ä,,¾,¾,ç [ ]B

**[<Èü]**

□ì<Æ'†, ìfEfBf"fhfE, ÅfNfŠfbfN, μ, ½^Ê'u, ð'Ê, éŠŠ, ç, ©, È<Èü, ð' } "ü, μ, Ü, ·□B•`  
%œ, ðŠJŽn, ·, é^Ê'u, ÅfNfŠfbfN, μ□Af}fEfX, ð" ®, ©, μ, Ä□A<Èü, ð' Ç  
%Á, ·, é^Ê'u, Å, » , ¼, êfNfŠfbfN, μ, Ü, ·□B□}CE` , ðŠJ, ç, ½, Ü, Ü, É, μ, Ä•` %œ, ð□|—  
¹, ·, é, É, í□Af\_fuf<fNfŠfbfN, ·, é, ©, Ü, ½, í **Esc** fL□[, ð%Ÿ, μ, Ü, ·□B□}CE` , ð•Á, ¶, Ä•` %œ, ð□|—  
¹, ·, é, É, í□AŠJŽn, μ, ½^Ê'u, ì<β, , ÅfNfŠfbfN, μ, Ü, ·□B

**[´¼üfRflfNf^]**

2 ,Â,ìfI[fgfVfFfCfv,ìAfnfŠfbfN,μ,½Â,†Ú´±%ÓŠ,ìŠÔ,É´¼üfRflfNf^,ìü,ð•`%æ,μ,Û,·B1 ,Â-  
Ú,ìfufWfFfNfg,ìÚ´±%ÓŠ,ðNfŠfbfN,μAfnfNf^,ð 2 ,Â-Ú,ìfufWfFfNfg,Û,Åhf%fbfO,μ,ÄAÚ´±  
%ÓŠ,ðNfŠfbfN,μ,Û,·B



**[fjfmüfRfIfNf^]**

2 ,Â,İfI[fgfVfFfCfv,İAfnfŞfbfN,µ,½Â,çÚ'±%ÓŠ,İŠÔ,É 90 "x,İŠp"x,ª•t,ç,½fRfIfNf^,İü,ð•`  
%œ,µ,Ü,·B1 ,Â-Ú,İfIfufWfFfNfg,İÚ'±%ÓŠ,ðNfŞfbfN,µAfnfIfNf^,ð 2 ,Â-Ú,İfIfufWfFfNfg,Ü,Åfhf  
%ofbfO,µ,ÄAÚ'±%ÓŠ,ðNfŞfbfN,µ,Ü,·B

**[<ÈüfRfIfNf^]**

2 ,Â,İfI[fgfVfFfCfv,İAfnfŞfbfN,µ,½Â,ıÚ'±%ÓŞ,İŠÔ,É<ÈüfRfIfNf^,İü,đ•`%æ,µ,Ü,·B1 ,Â-  
Ú,İfIfufWfFfNfg,İÚ'±%ÓŞ,đNfŞfbfN,µAfnfIfNf^,đ 2 ,Â-Ú,İfIfufWfFfNfg,Ü,Åhf%fbfO,µ,ÄAÚ'±  
%ÓŞ,đNfŞfbfN,µ,Ü,·B

[□□,«□o,μ]

CE»□Ý'ı'đ,μ,Ä,ç,éfi□[fgfVfFfCfv,đ□A[□□,«□o,μ] f□fjf...□[.ÅfNfŠfbfN,.,éfi□[fgfVfFfCfv,É•ï□X,μ,Ü,·□B

**[ftf][f`ff][fg]**

CE>[Ý'ı'đ,μ,Ä,ç,éfi][fgfVfFfCfv,đ][ftf][f`ff][fg] f[ff]f...[.ÅfNfŠfbfN,·,éfi][fgfVfFfCfv,É•İX,μ,Ü,·B

**[fuf]fbfN-î^ó]**

CE»Ý'î'ð,μ,Ä,ç,éfi[fgfVfFfCfv,ðA[fuf]fbfN-î^ó] f[fj]f...[.ÅfNfŠfbfN,·,éfi[fgfVfFfCfv,É•ïX,μ,Ü,·B

[□,ÆfŠf{f“]

CE»□Ý'ı'đ,μ,Ä,ç,éfi□[fgfVfFfCfv,đ□A[□,ÆfŠf{f“] f□fj...□[,ÅfNfŠfbfN,·,éfi□[fgfVfFfCfv,É•İ□X,μ,Ü,·□B

[,»,ì¼,ìF]

,»,ì¼,ì“h,è,Â,Ô,μ,ìF,đ•\Ž!,μ,Û,·B

[,»,ì¼,ìF]

,»,ì¼,ìü,ìF,đ•Ž!,μ,Ü,·B



["ü,lfpf^["f"]

'l'δ,μ,½fufWfFfNfg,ìü,ÉÝ'è,Å,«,éfpf^["f",δ•\Ž!,μ,Ü,·B

[,»,ì¼,ìü]

,»,ì¼,ìü,ìXf^fCf<,ÆfìfvfVf#f“,ð•\Žì,μ,Ü,·B

[,»,ì¼,ì-îó]

,»,ì¼,ì-îó,ìŽí—p,ÆfjfvfVf†f“,ð•Ži,μ,Ü,·□B

**[%œ,ìŸ'è]**

[%œ,ìŸ'è] fc[f<fo[.đ•\Ž!,μ,Ü,·B,»,ì¼,ìœ,ìŽ®,đŸ'è,Å,«,Ü,·B

[3-D ,ìŸ'è]

[3-D ,ìŸ'è] fc[f<fo[.đ•\Ž!,μ,Ü,·B,»,'¼,ì 3-D ,ìŸ'Ž®,đŸ'è,Å,«,Ü,·B

**[f][fhfA][fg : CE`ó]**

'I'δ,μ,½ f[fhfA][fg flufWfFfNfg,ìCE`,δ•ïX,μ,Ü,·B

**[f][fhfA][fg : "z'u]**

[f][fhfA][fg : "z'u] f...[.đ•\Ž!,μ,Ü,·B'!đ,μ,½ f[fhfA][fg flfufWfFfNfg,ì"z'u,ìŽí—  
p,đNfŠfbfN,Â,«,Ü,·B

**[f][fhfA][fg : •ŕŽš,ìŠÔŠu]**

[f][fhfA][fg : •ŕŽš,ìŠÔŠu] f[ff...[,đ•\Ž!,μ,Û,·B'!'đ,μ,½ f[f][fhfA][fg  
flfufWfFfNfg,ì•ŕŽš,ìŠÔŠu,đŠg'â,Û,½,í[k]¬,μ,½,è[A]f[f][ff"fo,đŸ'è,Â,«,Û,·B



**[f□□[fhfA□[fg : □c□',«fefLfXfg]**

'l'δ,μ,½ f□□[fhfA□[fg flfufWfFfNfg,lfefLfXfg,δ□c□',«,É,μ,Ü,·□B

[^ø,«□L,î,μ]

'l'δ,μ,½fufWfFfNfg"à,ìfefLfxfg,ð□A□c%ï—¼•û,Æ,àfufWfFfNfg'S'ì,ð-,,β,é,æ,α,É^ø,«□L,î,μ,Û,·□B

[f□□[fhfA□[fg : •¶Žš,ì□,,³,ð'μ,ì,é]

CE»□Ý,ì f□□[fhfA□[fg flfufWfFfNfg,ì,·,×,Ä,ì•¶Žš,ì□,,³,ð“-,¶,É,μ,Ü,·□B

[fRf“fgf%ofXfg (<)]

'l'đ,μ,½},ìF,ì'N,â,©,<sup>3</sup>,đ<sup>1</sup>½,ß,É,μ,Ü,·BfRf“fgf%ofXfg,đă,°,é,ÆA□F,ì,,·,Ý,žă,,È,è,Ü,·B

**[fRf“fgf%ofXfg (Žă)]**

'l'đ,μ,½},ìF,ì'N,â,©,³,đT,¡,ß,É,μ,Ü,·BfRf“fgf%ofXfg,đ%º,°,é,ÆA□F,ì,,·,Ý,²<,,È,è,Ü,·□B

[-¾,é,³ (<)]

'l'ð,µ,½},ìF,ð-¾,é,,',é,½,ß,ÉA'',ð'Ç%Á,µ,Û,·B-¾,é,çF,í,æ,è'½,','',ðŠÛ,ñ,Å,ç,Û,·B

**[-¾,é,³ (Žǎ)]**

'l'đ,μ,½},ìF,đ^Ă,,·,é,½,β,ÉA•,đ'Ç%Á,μ,Û,·B-¾,é,³,đ%º,°,é,ÆAF,í^Ă,,È,èA•,É<β,,È,è,Û,·B

**【%e,ì”÷’²□® (□ã)】**

‘l’ð,μ,½fjfufWfFfNfg,ì%e,ð□A□,μ,¾, □ã,É^Ú”®,μ,Û,·□B



**["e,ì"÷'²@ (%º)]**

'l'δ,μ,½fufWfFfNfg,ìºe,δA,μ,¾, ¯º,É^Ú"®,μ,Û,·B

**[%e,ì"÷'² (¶)]**

'l'δ,μ,½fufWfFfNfg,ì%e,δA,μ,¾, ¶,É^Ú"®,μ,Û,·B

**[%oe,ì"÷'²@ (%oE)]**

'l'δ,μ,½fufWfFfNfg,ì%oe,δA,μ,¾,¯%oE,É^Ú"@,μ,Û,·B

[,»,ì¼,ìF]

'ìδ,μ,½fufWfFfNfg,ì%e,ÉÝ'è,Å,«,é,»,ì¼,ìF,δ•\Žì,μ,Ü,·B

[,»,ì¼,ìF]

'ìδ,μ,½fufWfFfNfg,ì 3-D CEø%oÊ,ÉÝ'è,Å,«,é,»,ì¼,ìF,δ•\Žì,μ,Ü,·B

[^Ú“®]

'l'δ,μ,½fAfCfef€,δ^Ú“®,μ,Û,·□B

[í, Ě, Ž, è, 'O, É, •, \Ž!]

'l' ð, µ, ½ fE fB f" f h f E, ð A í, É ¼, ì, ·, ×, Ä, ì f E f B f " f h f E, æ, è 'O, É \Ž!, µ, Ü, · B

[ŽdŽ-] ([ftf@fCf<]-[V<Kìì-] fTfufñjfj...[])

Outlook ,ìŽdŽ-,đìì-,μ,Ü,·B



**[–\`è] ([ftf@fCf<] - [[V<K[]–])**

–\`è,ð[]–,μ,Û,·B

【9】

'I'δ,μ,½ f□□[fhfA□[fg flfufWfFfNfg,lfefLfXfg,δ□□'μ,!,É,μ,Ü,·□B

['†%>'μ,;]

'l'δ,μ,½ f□□[fhfA□[fg flfufWfFfNfg,lfefLfXfg,δ'†%>'μ,!,É,μ,Ü,·□B

**[<'²ü,«o,μ 4 (~g•t,«)]**

ü,«o,μ,lfefLfXfg f{fbfNfX,ìŽü,è,É~gü,Æ<'²ü,ª, ,éüüü,«o,μ,ð•`%æ,μ,Ü,·B,±,ìüüü,«o,μ,É,Í 4  
,Â,ì%©F,ç'²@fnf“fhf<,ª, ,è,Ü,·Büü,«o,μ,ÉfefLfXfg,ð'Ç  
%oÁ,·,é,É,íAüü,«o,μ,ðfNfŠfbfN,μ,Á,»,ì,Ü,Ü“ü—í,μ,Ü,·B

## [ŽiŠpĚ`]

□`<Æ't, ðfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%oofbfO, µ, ½^Ê'u, ÉŽiŠpĚ` ,ð•`%oæ, µ, Ü, ·□B□³•ûĚ` ,ð•`  
%oæ, , é□ê□‡, Í□A**Shift** fL□[, ð%oÿ, µ, È,<sup>a</sup>, çfhf%oofbfO, µ, Ü, ·□B

[•½□sŽI•ÓĈ` ]

□ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, É•½□sŽI•ÓĈ`, ð•`%œ, μ, Ü, ·□B•½□sŽI•ÓĈ`, ì□c  
%oi, ì"ä—i, ðŠù`è, ì, Ü, Ü, É, , éê□#, Í□A**Shift** fL□[, ð%ÿ, μ, È,<sup>a</sup>, çfhf%ofbfO, μ, Ü, ·□B

[ 'äŒ` ]

□\<Æ'+,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%oofbfO,μ,½^Ê'u,É'äŒ` ,ð•`%oæ,μ,Ü,·□B'äŒ` ,ì□c%o; ,l"ä—  
! ,ðŠù'è,ì,Ü,Ü,É,·,é□é□#,í□**A**Shift fL□[,ð%oÿ,μ,È,<sup>a</sup>,çfhf%oofbfO,μ,Ü,·□B

**[,Đ,μĈ` ]**

□̀<Æ'†,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É,Đ,μĈ` ,đ•` %œ,μ,Ü,·□B,Đ,μĈ` ,ì□c%oi,ì"ä—  
! ,đŠù'è,ì,Ü,Ü,É,·,éêê‡,í□**A**Shift fL□[,đ%Ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·□B



## [ŠpŠŮŽIŠpĚ`]

□̀<Æ'†,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,ÉŠpŠŮŽIŠpĚ` ,đ•`  
%œ,μ,Ü,·□BŠpŠŮ,ì³•úĚ` ,đ•`%œ,·,é□ê□†,í□A**Shift** fL□[,đ%ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·□B

## ["ŠpE`]

□\<Æ'+,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É"ŠpE`,đ•`%œ,μ,Ü,·□B"ŠpE`,ì□c%o;ì"ä—  
!;đŠù'è,ì,Ü,Ü,É,·,é□é□#,í□**A**Shift fL□[,đ%Ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·□B

**[“ñ”™ •ÓŽŠpĚ` ]**

□ì<Æ't, ìfEfBf“fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%oofbfO, μ, ½^Ê'u, É“ñ”™ •ÓŽŠpĚ` , ð•`  
%oæ, μ, Ü, .□B“ñ”™ •ÓŽŠpĚ` , ì□c%o; , ì”ä—¡, ðŠù'è, ì, Ü, Ü, É, , éêë†, í□AShif fL□[, ð%oÿ, μ, È, a, çfhf  
%oofbfO, μ, Ü, .□B

## [ '¼ ŠpŽOŠpĀ ]

□ ð Æ † , ð f E f B f ′ ′ f h f E , Å f N f Š f b f N , Ü , ½ , ð f h f % o f b f O , µ , ½ ^ Ê ′ u , Ê ′ ¼ Š p Ž O Š p Ā ` , ð • ` % o o æ , µ , Ü , . □ B ′ ¼ Š p Ž O Š p Ā ` , ð c % o o i , ð ′ ä — ð , ð Š ù ′ è , ð , Ü , Ü , É , ′ , é ê ð † , í □ A S h i f t f l □ [ , ð % o o Ÿ , µ , È , a , c f h f % o f b f O , µ , Ü , . □ B

['È%~]

□ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, É'È%~ , ð•`%œ, μ, Ü, ·□B%~ , ð•`%œ, ·, éêê†, Í□A**Shift** fL□[, ð%ÿ, μ, È,<sup>a</sup>, çfhf%ofbfO, μ, Ü, ·□B

## [~ZŠpC`]

□\<Æ'+,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É~ZŠpC`,ð•`%æ,μ,Ü,·□B~ZŠpC`,ì□c%oi,ì"ä—  
!;đŠù'è,ì,Ü,Ü,É,·,é□é□#,í□**A**Shift fL□[,ð%Ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·□B

## [\ŽšĀ` ]

Ā<Æ'†,ĪfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Īfhf%ofbfO,μ,½^Ê'u,É\ŽšĀ` ,đ•`%œ,μ,Ü,·B\ŽšĀ` ,Īc%oi,Ī"ä—  
Ī,đŠù'è,Ī,Ü,Ü,É,·,éêĪ‡,Ī**A**Shift fL[ ,đ%Ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·B

['¼•û'ì]

□ì<Æ't,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É'¼•û'ì,ð•`%œ,μ,Ü,·□B'¼•û'ì,ì□c%ï,ì"ä—  
¡,ðŠù'è,ì,Ü,Ü,É,·,é□é□‡,í□**A**Shift fL□[,ð%ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·□B



## [fuf][f`]

□\<Æ't,lfEfBf"fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,Éfuf□□[f` ,ì,æ,α,ÈCE` ,ì□}CE` ,ð•`  
%oæ,μ,Ü,·□Bfuf□□[f` CE` ,ì□c,Æ%oi,ð"~,¶',³,É,·,é□é□#,í□A**Shift** fL□[,ð%ÿ,μ,È,ª,çfhf%ofbfO,μ,Ü,·□B

## [ŒÜŠpŒ`]

□ì<Æ't,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,ÉŒÜŠpŒ`,ð•`%œ,μ,Ü,·□BŒÜŠpŒ`,ì□c%oj,ì"ä  
—¡,ðŠù`è,ì,Ü,Ü,É,·,é□è□‡,Í□A**Shift** fL□[,ð%Ÿ,μ,È,ª,çfhf%ofbfO,μ,Ü,·□B

## [‘å”g]

□ì<Æ’t, ìfEfBf“fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½^Ê’u, É’å, «, ”g, x, Á, ½CE`, ì□}CE`, ð•`  
%œ, μ, Ü, ·□B’å”g□}CE`, ì□c%oi, ì”ä—¡, ðŠù’è, ì, Ü, Ü, É, ·, é□ê□#, í□A**Shift** fL□[, ð%ÿ, μ, È, ¢, cfhf  
%ofbfO, μ, Ü, ·□B

**[%~'E]**

∩∩<Æ'+,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É%~'E,δ•`%æ,μ,Ü,·∩B%~'E,∩c%∩i,∩"ä—  
∩,δŠù'è,∩,Ü,Ü,É,·,é∩é∩#,∩∩**A**Shift fL∩[,δ%Ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·∩B

[cŠª,«]

ı<Æ'†,İfEfBf“fhfE,ÅfNfŠfbfN,Ü,½,İfhf%fbfO,μ,½^Ê'u,Éã'[,Æ%º'[,ªŠª,©,é,½CE`,İ}CE`,đ•`  
%œ,μ,Ü,·BcŠª,«}CE`,İc%ı,İ”ä—ı,đŠù`è,İ,Ü,Ü,É,·,éêê‡,İA**Shift** fL[,đ%ÿ,μ,È,ª,çfhf  
%fbfO,μ,Ü,·B

**[%o;Šª,«]**

□ì<Æ'†,lfEfBf“fhfE,ÅfNfŠfbfN,Ü,½,lfhf%oofbfO,μ,½^Ê'u,É□¶'[,Æ%oE'[,ªŠª,©,ê,½CE`,ì□}CE`,ð•`  
%oæ,μ,Ü,·□B%o;Šª,«□}CE`,ì□c%o;ì"ä—¡,ðŠù`è,ì,Ü,Ü,É,·,é□é□‡,í□A**Shift** fL□[,ð%oÿ,μ,È,ª,çfhf  
%oofbfO,μ,Ü,·□B

[f f.]

□\<Æ't,lfEfBf"fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É%oE%oº'[,ª□Ü,é,½f□f,,ì,æ,α,ÈCE`,ì□}CE`,ð•`  
%oæ,μ,Ü,·□Bf□f,CE`,ì□c,Æ%o;ð"~,¶',³,É,·,é□ê□#,í□A**Shift** fL□[,ð%oÿ,μ,È,ª,çfhf%ofbfO,μ,Ü,·□B

## [Šz%o[]]

□ì<Æ't, ìfEfBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, ÉŠz%o[], ì, æ, ɹ, ÈCE`, ì[]}CE`, ð•`  
%oæ, μ, Ü, ·□B□³•ûCE`, ìŠz%o[], ð•`%oæ, ·, é[]é[]#, Í[]A**Shift** fL[][, ð%oÿ, μ, È, º, çfhf%ofbfO, μ, Ü, ·□B



## [fXf}fCf<]

□\<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½ ^ Ê'u, ÉfXf}fCf< f} □[fN, ð•`%æ, μ, Ü, ·□BfXf}fCf< f} □[fN, ì—ÖŠs, ð%~ , É, ·, é□ê□‡, Í□A**Shift** fL□[, ð%ÿ, μ, È, º, çfhf%ofbfO, μ, Ü, ·□B

## [fh][fjc]

ÀÆ'†, ÌEfbf"fhfE, ÅNfŠfbfN, Ü, ½, Ífhf%ofbfO, µ, ½^Ê'u, Éfh[fjfcE` , Ì}CE` , ð•`%œ, µ, Ü, ·B³Šm, È  
%~ , Ìfh[fjfcE` , ð•`%œ, ·, ééèè, ÍA**Shift** fL[ , ð%ÿ, µ, È, º, çfhf%ofbfO, µ, Ü, ·B

**[•ÖŽ~]**

□ì<Æ't,lfEfBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É<ÖŽ~,đ^Ó-i,·,éCE`,ì□}CE`,đ•`  
%œ,μ,Ü,·□B□³Sm,È%~,ì<ÖŽ~□}CE`,đ•`%œ,·,éêê#,í□**AShift** fL□[,đ%ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·□B

## [fA[f` ]

□<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, ÉfA□[f` CE` ,ì□}CE` ,ð•`%œ, μ, Ü, ·□BfA□[f` CE` ,ì□c  
%o; ,ì"ä—, ðŠù`è, ì, Ü, Ü, É, , é□ê□#, Í□A**Shift** fL□[, ð%ÿ, μ, È, ª, çfhf%ofbfO, μ, Ü, ·□B

[¶¶'å, ©, Á, ±]

¶¶<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, µ, ½^Ê'u, É¶¶'å, ©, Á, ±, ð•`%æ, µ, Ü, ·¶B¶¶'å, ©, Á, ±, ìc%  
i, ì"ä—i, ðŠù'è, ì, Ü, Ü, É, , éê¶¶, í¶A**Shift** fL¶[, ð%ÿ, µ, È, ¢, çfhf%ofbfO, µ, Ü, ·¶B

**[%E'â, ©, Á, ±]**

∩ < Æ ' + , ì f E f B f " f h f E , Å f N f Š f b f N , Ü , ½ , í f h f % o f b f O , μ , ½ ^ Ê ' u , É % o E ' â , © , Á , ± , ð • ` % o æ , μ , Ü , · ∩ B % o E ' â , © , Á , ± , ì ∩ c % o i , ò " ä — | , ð Š ù ' è , ì , Ü , Ü , È , , é ∩ ê ∩ † , í ∩ **A** Shift f L ∩ [ , ð % o Ÿ , μ , È , ª , ç f h f % o f b f O , μ , Ü , · ∩ B

【1't, ©, Á, ±】

∩ < Æ ' t , ì f E f B f " f h f E , Å f N f Š f b f N , Ü , ½ , í f h f % o f b f O , μ , ½ ^ Ê ' u , É ∩ 1 ' t , © , Á , ± , ð • ` % o æ , μ , Ü , · ∩ B ∩ 1 ' t , © , Á , ± , ì ∩ c % o ; ì " ä — ¡ , ð Š ù ' è , ì , Ü , Ü , É , , é ∩ ê ∩ † , í ∩ A S h i f t f L ∩ [ , ð % o Ÿ , μ , È , ª , ç f h f % o f b f O , μ , Ü , · ∩ B

**[%E't, ©, Á, ±]**

∩ < Æ ' t , ì f E f B f " f h f E , Å f N f Š f b f N , Ü , ½ , í f h f % o f b f O , μ , ½ ^ Ê ' u , É % o E ' t , © , Á , ± , ð • ` % o æ , μ , Ü , · ∩ B % o E ' t , © , Á , ± , ì ∩ c % o i , ì " ä — | , ð Š ù ` è , ì , Ü , Ü , É , , é ∩ ê ∩ † , í ∩ **A** Shift f L ∩ [ , ð % o Y , μ , È , ª , ç f h f % o f b f O , μ , Ü , · ∩ B



**[%~Æ]**

Æ'†,lfEjBf"fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É%~ÆÊ,ð•`%æ,μ,Ü,·B%~ÆÊ,ìc%ï,ì"ä—  
!;đŠù'è,ì,Ü,Ü,É,·,éè,í**A**Shift fL[,đ%ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·B

[^îÈ]

ì<Æ't,ìfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,ífhf%ofbfO,μ,½^Ê'u,É^îÈ,ìCE`,ì}CE`,ð•`%æ,μ,Ü,·B^îÈCE`,ìc%  
i,ì"ä—i,ðŠù'è,ì,Ü,Ü,É,·,éèèè,í[A**Shift** fL[ð%ÿ,μ,È,<sup>a</sup>çhf%ofbfO,μ,Ü,·B

## [fn][fg]

□\<Æ't,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,Éfn□[fgE`,ð•`%œ,μ,Ü,·□Bfn□[fgE`,l□c%oi,l"ä  
—!,ðŠù`è,l,Ü,Ü,É,·,é□é□#,Í□**Shift** fL□[,ð%Ÿ,μ,È,ª,çfhf%ofbfO,μ,Ü,·□B

**[%E-î^ó]**

□ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, É%EEü, «, ì-î^ó, ð•`%æ, μ, Ü, · □B%E-î^ó, ì□c%  
i, ì"ä—i, ðŠù'è, ì, Ü, Ü, É, , é□é□#, Í□**Shift** fL□[, ð%ÿ, μ, È,<sup>a</sup>, çfhf%ofbfO, μ, Ü, · □B

【1-16】

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

**[ä-î^ó]**

ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, ÉäEü, «, ì-î^ó, ð•`%æ, μ, Ü, ·Bä-î^ó, ìc%o; ì"ä  
—¡, ðŠù'è, ì, Ü, Ü, É, ·, éèè‡, Í**Shift** fL[, ð%ÿ, μ, È, º, çfhf%ofbfO, μ, Ü, ·B

**[%º-î^ó]**

□ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ºfbfO, µ, ½^Ê'u, É%ººEü, «, ì-î^ó, ð•`%ºæ, µ, Ü, ·□B%ºº-î^ó, ì□c%ºº  
i, ì"ä—ì, ðŠù'è, ì, Ü, Ü, É, , é□è□#, ì□**Shift** fL□[, ð%ºÿ, µ, È,<sup>a</sup>, çfhf%ºfbfO, µ, Ü, ·□B

【1%E-î^ó】

ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, É1%E—¼'x, ðŽw, ·-î^ó, ð•`%æ, μ, Ü, ·B1%E-  
î^ó, ìc%oj, ì"ä—, ðŠù'è, ì, Ü, Ü, É, ·, ééé, ÍA**Shift** fL[, ð%ÿ, μ, È, º, çfhf%ofbfO, μ, Ü, ·B



【ā%°-î^ó】

ì<Æ't,ìfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%°fbfO,μ,½^Ê'u,Éā%°—¼'ϣ,ðŽw,-î^ó,ð•`%°æ,μ,Ü,·Bā%°-î^ó,ìc%°j,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,ééé# ,íA**Shift** fL[ ,ð%°ÿ,μ,È,ª,çfhf%°fbfO,μ,Ü,·B

**[ŽI•ûĚü-î^ó]**

□\<Æ't,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,ÉŽI•ûĚü,đŽw,·-î^ó,đ•`%æ,μ,Ü,·□BŽI•ûĚü-  
î^ó,ì□c%oj,ì"ä—¡,đŠù'è,ì,Ü,Ü,É,·,é□é□#,Í□A**Shift** fL□[,đ%Ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·□B

**[ŽO•úĚü-î^ó]**

□\<Æ't,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%fbfO,μ,½^Ê'u,ÉŽO•úĚü,đŽw,·î^ó,đ•`%æ,μ,Ü,·□BŽO•úĚü-  
î^ó,ì□c%o;ì"ä—¡,đŠù'è,ì,Ü,Ü,É,·,é□é□#,í□A**Shift** fL□[,đ%Ÿ,μ,È,<sup>a</sup>,çfhf%fbfO,μ,Ü,·□B

**[“ñ•ûĈü-î^ó]**

□ì<Æ't, ìfEjBf“fhfE, ÅfNfŠfbfN, Ü, ½, Ìfhf%fbfO, μ, ½^Ê'u, É“ñ•ûĈü, ðŽw, ·-î^ó, ð•`%æ, μ, Ü, ·□B“ñ•ûĈü-  
î^ó, Ìc%oj, Ì”ä—, ðŠù`è, Ì, Ü, Ü, É, ·, é□é□#, Í□A**Shift** fL□[, ð%Ÿ, μ, È, º, çfhf%fbfO, μ, Ü, ·□B

## [<üÜ-î^ó]

□ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%fbfO, μ, ½^Ê'u, É'¼Šp, É<È, ¢, Á, ½-î^ó, ð•`%œ, μ, Ü, ·□B<ü□Ü-  
î^ó, ì□c%oj, ì"ä—¡, ðŠù'è, ì, Ü, Ü, É, ·, é□é□#, Í□A**Shift** fL□[, ð%Ÿ, μ, È, ¢, çfhf%fbfO, μ, Ü, ·□B

## [<ÈÜ-î^ó]

□ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, Éfj□[fu, μ, ½-î^ó, ð•`%æ, μ, Ü, ·□B<ÈÜ-î^ó, ì□c%  
i, ì"ä—i, ðŠù'è, ì, Ü, Ü, É, , é□é□#, Í□A**Shift** fL□[, ð%ÿ, μ, È,<sup>a</sup>, çfhf%ofbfO, μ, Ü, ·□B

## [U f^[]f“-î^ó]

□ì<Æ't, ìfEjBf“fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%fbfO, μ, ½^Ê'u, É U f^[]f“, μ, ½-î^ó, ð•`%æ, μ, Ü, ·BU f^[]f“-  
î^ó, ìc%oj, ì”ä—¡, ðŠù`è, ì, Ü, Ü, É, ·, éé[]#, ÍA**Shift** fL[][, ð%ÿ, μ, È, º, çfhf%fbfO, μ, Ü, ·B

[fXfgf%ofCfv-î^ó]

□\<Æ't,lfEjBf''fhfE,ÅNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,ÉfXfgf%ofCfv-î^ó,ð•`%æ,μ,Ü,·□BfXfgf%ofCfv-î^ó,ì□c%oj,ì"ä—¡,ðŠù'è,ì,Ü,Ü,É,·,é□é□#,í□A**Shift** fL□[,ð%ÿ,μ,È,ª,çfhf%ofbfO,μ,Ü,·□B



## [V ŽšĀ -î^ó]

□̀<Æ'†,lfEjBf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É'[,ª V ŽšĀ,É∅,èž,ň,Å,č,é-î^ó,đ•`  
%œ,μ,Ü,·□BV ŽšĀ -î^ó,ìc%o;,l"ä—!,đŠù'è,ì,Ü,Ü,É,·,éè#;í□AShif fL□[,đ%Ÿ,μ,È,ª,çfhf  
%fbfO,μ,Ü,·□B

## [fz][f€fx][fX]

□\<Æ't,lfEfbf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,Éfz[f€fx][fXCE`],ì-î^ó,ð•`  
%œ,μ,Ü,·□Bfz[f€fx][fXCE`],ì-î^ó,ìc%oi,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,é□è□#,í□A**Shift** fL□[,ð%ÿ,μ,È,<sup>a</sup>,çfhf  
%fbfO,μ,Ü,·□B

**[ŽRĚ ]**

□ì<Æ't, ìfEfBf''fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½^Ê'u, É%EEü, «, ìŽRĚ` , ð•`%æ, μ, Ü, ·□B  
%EEü, «, ìŽRĚ` , ìc%ï, ì"ä—, ðŠù'è, ì, Ü, Ü, É, ·, é□é□‡, ì**Shift** fL□[, ð%ÿ, μ, È, º, çfhf%ofbfO, μ, Ü, ·□B

**[ŠĀó-î^ó]**

□\<Æ't,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,ÉŠĀó-î^ó,đ•`%oæ,μ,Ü,·□BŠĀó-  
î^ó,lfj□[fu,đ□³Šm,È%o~,É,·,é□é□‡,í□A**Shift** fL□[,đ%ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·□B

**[V ŽšĀó-î^ó]**

□̀<Æ'†, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ìfhf%oofbfO, μ, ½^Ê'u, É'[, º V ŽšĀó, É□Ø, è□ž, ñ, ¾ŠĀó-î^ó, ð•`  
%oæ, μ, Ü, ·□BV ŽšĀó-î^ó, ìff□[fu, ð□³Šm, È%o~, É, ·, é□é□‡, Í□A**Shift** fL□[, ð%oÿ, μ, È, º, çfhf  
%oofbfO, μ, Ü, ·□B

**[%Ej][fu-î ó]**

ì<Æ't, ìfEjBf"fhfE, ÅNfŠfbfN, Ü, ½, Ífhf%fbfO, μ, ½^Ê'u, Éj][fu, μ, ½%EËü, «, ì-î^ó, ð•`%æ, μ, Ü, ·B  
%Ej][fu-î^ó, ìc%i, ì"ä—¡, ðŠù'è, ì, Ü, Ü, É, ·, éê#¡, í**AShift** fL[ , ð%ÿ, μ, È, ¢, çhf%fbfO, μ, Ü, ·B

## [☐]fj☐[fu-î^ó]

☐ì<Æ't, ìfEjBf"fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½^Ê'u, Éj☐[fu, μ, ½☐1☐Eü, «, ì-î^ó, ð•`  
%ooæ, μ, Ü, .☐B☐fj☐[fu-î^ó, ì☐c%o; , ì"ä—¡, ðŠù'è, ì, Ü, Ü, É, ., é☐é☐‡, Í☐A**Shift** fL☐[, ð%oÿ, μ, È, ð, çfhf  
%ofbfO, μ, Ü, .☐B

## [ä] [fu-î ó]

ì<Æ't, ìfEfbf"fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%fbfO, μ, ½ Ê'u, Éj [fu, μ, ½ äü, «, ì-î ó, ð•`  
%œ, μ, Ü, ·B [ä] [fu-î ó, ìc%o; ì"ä—, ðŠù'è, ì, Ü, É, ·, éé [f, íA**Shift** fL [ð%ÿ, μ, È, ð, çfhf  
%fbfO, μ, Ü, ·B



**[%°fj][fu-î^ó]**

□ì<Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ìfhf%°fbfO, μ, ½^Ê'u, Éfj□[fu, μ, ½%°CEü, «, Ì-î^ó, ð•`%°æ, μ, Ü, ·□B  
%°°fj□[fu-î^ó, Ì□c%°i, Ì"ä—; ðŠù'è, Ì, Ü, Ü, É, ·, é□ê□#, Í□A**Shift** fL□[, ð%°ÿ, μ, È, ª, çfhf%°fbfO, μ, Ü, ·□B

**[%E-î^ó,«o,μ]**

ì<Æ't,lfEjBf"fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É,«o,μ,ª•t,ç,½%ECEü,<,ì-î^ó,ð•`  
%æ,μ,Ü,·B%E-î^ó,«o,μ,ìc%o;,"ä—¡,ðŠù'è,ì,Ü,Ü,É,·,éê±,í**AShift** fL[,ð%ÿ,μ,È,ª,çfhf  
%ofbfO,μ,Ü,·B,«o,μ,ÉfefLfxfg,ð'Ç%Á,·,é,É,íA,«o,μ,ðfNfŠfbfN,μ,Ä,»,ì,Ü,Ü"ü—í,μ,Ü,·B

【□□-î^ó□□,«□o,μ】

□ì<Æ't,ìfEfBf''fhfE,ÅfNfŠfbfN,Ü,½,ífhf%oofbfO,μ,½^Ê'u,É□□,«□o,μ,a•t,ç,½□□CEü,«,ì-î^ó,ð•`  
%oæ,μ,Ü,·□B□□-î^ó□□,«□o,μ,ì□c%o;,"ä—;,"šù'è,ì,Ü,Ü,É,·,é□ê□#,í□**Shift** fL□[,ð%oÿ,μ,È,a,çfhf  
%oofbfO,μ,Ü,·□B□□,«□o,μ,ÉfefLfXfg,ð'Ç%oÁ,·,é,É,í□A□□,«□o,μ,ðfNfŠfbfN,μ,Ä,»,ì,Ü,Ü"ü—í,μ,Ü,·□B

**[ã-î^ó,«o,μ]**

ì<Æ't,lfEfBf"fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É,«o,μ,a•t,ç,½ãÆü,«,ì-î^ó,ð•`  
%œ,μ,Ü,·Bã-î^ó,«o,μ,ìc%ï,ì"ä—ï,ðŠ'è,ì,Ü,Ü,É,·,éê#í,í**Shift** fL[,ð%ÿ,μ,È,a,çfhf  
%ofbfO,μ,Ü,·B,«o,μ,ÉfefLfxfg,ð'Ç%A,·,é,É,íA,«o,μ,ðfNfŠfbfN,μ,Ä,»,ì,Ü,Ü"ü—í,μ,Ü,·B

**[%º-î^ó,«o,μ]**

ì<Æ't,lfEfBf"fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%fbfO,μ,½^Ê'u,É,«o,μ,a•t,ç,½%ºCEü,«,ì-î^ó,ð•`  
%ºæ,μ,Ü,·B%º-î^ó,«o,μ,ìc%ºj,ì"à—j,ðŠù`è,ì,Ü,Ü,É,·,éèè,ÍA**Shift** fL[,ð%ºÿ,μ,È,a,çfhf  
%fbfO,μ,Ü,·B,«o,μ,ÉfefLfXfg,ð'Ç%ºÁ,·,é,É,ÍA,«o,μ,ðfNfŠfbfN,μ,Ä,»,ì,Ü,Ü"ü—í,μ,Ü,·B

**[¶¶%E-î^ó¶¶,«¶o,µ]**

¶ì<Æ't,ìfEfBf"fhfE,ÅfNfŠfbfN,Ü,½,ífhf%ofbfO,µ,½^Ê'u,É¶¶,«¶o,µ,ª•t,ç,½¶¶%E—¼'α,đŽw,·î^ó,đ•`  
%œ,µ,Ü,·B¶¶%E-î^ó¶¶,«¶o,µ,ìc%ï,ì"ä—;đŠù'è,ì,Ü,Ü,É,·,éê¶¶,íA**Shift** fL[,đ%ÿ,µ,È,ª,çfhf  
%ofbfO,µ,Ü,·B¶¶,«¶o,µ,ÉfefLfXfg,đ'Ç%Á,·,é,É,íA¶¶,«¶o,µ,đfNfŠfbfN,µ,Ä,»,ì,Ü,Ü"ü—í,µ,Ü,·B

**[ä%°-î^ó,«o,μ]**

ì<Æ't,lfEjBf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%ofbfO,μ,½^Ê'u,É,«o,μ,a•t,ç,½ä%°—¼'α,ðŽw,-î^ó,ð•`  
%œ,μ,Ü,·Bä%°-î^ó,«o,μ,ìc%oi,ì"ä—!,ðŠù'è,ì,Ü,Ü,É,·,éé,Í**Shift** fL[,ð%ÿ,μ,È,a,çhf  
%ofbfO,μ,Ü,·B,«o,μ,ÉfefLfxfg,ð'Ç%Á,·,é,É,ÍA,«o,μ,ðfNfŠfbfN,μ,Ä,»,ì,Ü,Ü"ü—í,μ,Ü,·B

**[ŽI•ûĈÛ-î^ó□□,«□o,μ]**

□ì<Æ'†,ìfEfBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%°fbfO,μ,½^Ê'u,É□□,«□o,μ,ª•t,†,½ŽI•ûĈÛ,ðŽw,-î^ó,ð•`  
%°æ,μ,Ü,·□BŽI•ûĈÛ-î^ó□□,«□o,μ,ì□c%°i,ì"ä—ì,ðŠù'è,ì,Ü,Û,É,·,é□ê□†,í□A**Shift** fL□[,ð%°ÿ,μ,È,ª,çfhf  
%°fbfO,μ,Ü,·□B□□,«□o,μ,ÉfefLfXfg,ð'Ç%°Á,·,é,É,í□A□□,«□o,μ,ðfNfŠfbfN,μ,Ä,»,ì,Ü,Û"ü—í,μ,Ü,·□B



## [fof<[f“]

□ì<Æ’t, ìfEfBf“fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½^Ê’u, Éfof<[f“CE` , ì□□, «□o, μ, ð•`  
%oæ, μ, Ü, ·□Bfof<[f“ , ì□c%oi, ì”ä—ï, ðŠù’è, ì, Ü, Ü, É, ·, éêë±, í□A**Shift** fL□[, ð%oÿ, μ, È, ¢, çfhf  
%ofbfO, μ, Ü, ·□B□□, «□o, μ, ÉfefLfXfg, ð’Ç%oÁ, ·, é, É, í□A□□, «□o, μ, ðfNfŠfbfN, μ, Ä, » , ì, Ü, Ü“ü—í, μ, Ü, ·□B

**[ŽiŠpĚ` ,«o,μ]**

□ì<Æ't,lfEfBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,ÉŽiŠpĚ` ,ì□□,«□o,μ,đ•`  
%oæ,μ,Ü,·□BŽiŠpĚ` □□,«□o,μ,ì□c%o; ,l" ä—i,đŠù'è,ì,Ü,Ü,É,·,é□ê□‡,Í□A**Shift** fL□[,đ%oÿ,μ,È,<sup>a</sup>,çfhf  
%ofbfO,μ,Ü,·□B□□,«□o,μ,ÉfefLfXfg,đ'Ç%oÁ,·,é,É,Í□A□□,«□o,μ,đfNfŠfbfN,μ,Ä,»,ì,Ü,Ü"ü—í,μ,Ü,·□B

**[ŠpŠŮŽIŠpĚ` ,«o,μ]**

□̀<Æ'†,lfEfBf''fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,ÉŠpŠŮŽIŠpĚ` ,ì□□,«o,μ,đ•`  
%œ,μ,Ü,·□BŠpŠŮŽIŠpĚ` □□,«o,μ,ì□c%oi,ì"ä—j,đŠù'è,ì,Ü,Ü,É,·,é□ê□#,í□A**Shift** fL□[,đ%Ÿ,μ,È,<sup>a</sup>,çfhf  
%fbfO,μ,Ü,·□B□□,«o,μ,ÉfefLfXfg,đ'Ç%Á,·,é,É,í□A□□,«o,μ,đfNfŠfbfN,μ,Ä,»,ì,Ü,Ü"ü—í,μ,Ü,·□B

[%~CE` ,«o,μ]

ì<Æ't,lfEfBf"fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É%~CE`,ì,«o,μ,đ•`%æ,μ,Ü,·B  
%~CE` ,«o,μ,ìc%o;,"ä—!,đšù'è,ì,Ü,Ü,É,·,éèè#,íA**Shift** fL[,đ%ÿ,μ,È,ª,çfhf  
%ofbfO,μ,Ü,·B,«o,μ,ÉfefLfXfg,đ'Ç%A,·,é,É,íA,«o,μ,đfNfŠfbfN,μ,Ä,»,ì,Ü,Ü"ü—í,μ,Ü,·B

[%\_CE` ,«o,μ]

ì<Æ't, ìfEjBf"fhfE, ÅNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, É%\_CE`, ì ,«o, μ, ð•`%æ, μ, Ü, ·B  
%\_CE` ,«o, μ, ìc%o; ì"ä—ì, ðŠù'è, ì, Ü, Ü, É, ·, éê±, íA**Shift** fL[, ð%ÿ, μ, È, ¢, çfhf  
%ofbfO, μ, Ü, ·B ,«o, μ, ÉfefLfxfg, ð'Ç%Á, ·, é, É, íA ,«o, μ, ðfNfŠfbfN, μ, Ä, » , ì, Ü, Ü"ü—í, μ, Ü, ·B

**[ü, «o, μ 2 (~g•t, «)]**

«o, μ, ðfLfxfg f{fbfNfX, ðžü, è, É~gü, í, , é, ðA<'²ü, í, È, çüü, «o, μ, ð•`%æ, μ, Ü, ·B, ±  
, ðüü, «o, μ, É, í 2 , Â, ð%©F, ç'²@fnf“fhf<, ð, , è, Ü, ·Büü, «o, μ, ÉfLfxfg, ð'Ç  
%A, ·, é, É, íAüü, «o, μ, ðfNfŠfbfN, μ, Á, »), ð, Ü“ü—í, μ, Ü, ·B

**[ü, «o, μ 3 (~g•t, «)]**

«o, μ, ðfLfxfg f{fbfNfX, ðžü, è, É~gü, í, , é, ðA<'ü, í, È, çüü, «o, μ, ð•`%æ, μ, Ü, ·B, ±  
, ðüü, «o, μ, É, í 3 , Â, ð%©F, ç'²@fnf“fhf<, ð, , è, Ü, ·Büü, «o, μ, ÉfLfxfg, ð'Ç  
%A, ·, é, É, íAüü, «o, μ, ðfNfŠfbfN, μ, Á, »), ð, Ü“ü—í, μ, Ü, ·B

**[ü, «o, μ 4 (~g•t, «)]**

ü, «o, μ, ðfLfxfg f{fbfNfX, ðžü, è, É~gü, í, , é, ðA<'²ü, í, È, çüüü, «o, μ, ð•`%æ, μ, Ü, ·B, ±  
, ðüüü, «o, μ, É, í 4 , Â, ð%©F, ç'²@fnf“fhf<, ð, , è, Ü, ·Büü, «o, μ, ÉfLfxfg, ð'Ç  
%A, ·, é, É, ðAüü, «o, μ, ðfNfŠfbfN, μ, Á, »), ð, Ü, Ü“ü—í, μ, Ü, ·B



## [%fŠf{f“]

□\<Æ't,lfEjBf“fhfE,ÅfNfŠfbfN,Ü,½,lfhf%ofbfO,μ,½^Ê'u,É%ºCEü,«,lfŠf{f“,ð•`%ºæ,μ,Ü,·□B%ºfŠf{f“,l□c  
%ºi,l”ä—j,ðŠù`è,l,Ü,Ü,É,·,éê□#,í□A**Shift** fL□[,ð%Y,μ,È,<sup>a</sup>,çhf%ofbfO,μ,Ü,·□B

## ["ăfšf{f"}]

□̀<Æ'+,lfEjBf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%ofbfO,μ,½^Ê'u,É□ãEü,«,lfŠf{f",đ•`%æ,μ,Ü,·□B□ăfšf{f",ì□c%  
i,)"ä—i,đŠù'è,ì,Ü,Ü,É,·,é□ê□#,í□A**Shift** fL□[,đ%ÿ,μ,È,<sup>a</sup>,çhf%ofbfO,μ,Ü,·□B

## [%°fj][fufŠf{f“]

□ì<Æ't, ìfEjBf“fhfE, ÅfNfŠfbfN, Ü, ½, Ìfhf%°fbfO, μ, ½^Ê'u, É%°°CEü, «, ìfj□[fu, μ, ½fŠf{f“, ð•`%°æ, μ, Ü, ·□B  
%°°fj□[fufŠf{f“, ì□c%°; ì”ä—¡, ðŠù'è, ì, Ü, Ü, É, ·, é□é□‡, Í□A**Shift** fL□[, ð%°ÿ, μ, È, º, çfhf%°fbfO, μ, Ü, ·□B

## [[ǎj][fufŠf{f“]

□̀<Æ‘†,lfEfbf“fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê‘u,É□ãEü,«,lfj□[fu,μ,½fŠf{f“,ð•`  
%œ,μ,Ü,·□B□ǎj□[fufŠf{f“,ì□c%oi,ì”ä—i,ðŠù’è,ì,Ü,Ü,É,·,é□ê□‡,í□A**Shift** fL□[,ð%ÿ,μ,È,<sup>a</sup>,çhf  
%fbfO,μ,Ü,·□B

[ 5 ]

ÀÆ†, ÌfEjBf“fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, µ, ½^Ê'u, É', “\_ª 5 , Â, , éÇ`CE` , ð•`%æ, µ, Ü, ·BÇ`CE` , Ìc%  
i, Ì”ä—i, ðŠù`è, Ì, Ü, Ü, É, , éèè, Í[A**Shift** fLÇ[ , ð%ÿ, µ, È,ª, çfhf%ofbfO, µ, Ü, ·B

**[ 8 ]**

ÀÆ†, ÌfEjBf“fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, µ, ½^Ê'u, É', “\_ª 8 , Â, , éÇ`CE` , ð•`%œæ, µ, Ü, ·BÇ`CE` , Ìc%  
i, Ì”ä—i, ðŠù`è, Ì, Ü, Ü, É, , éèè, Í[A**Shift** fLÇ[ , ð%ÿ, µ, È,ª, çfhf%ofbfO, µ, Ü, ·B

[ 16]

ÀÆ†, ÌfEjBf“fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, µ, ½^Ê'u, É', “\_ª 16 , , éÇ`ð•`%æ, µ, Ü, ·BÇ` , Ìc%  
i, Ì”ä—i, ðŠù`è, Ì, Ü, Ü, É, , éèè, Í[A**Shift** fL[ , ð%ÿ, µ, È,ª, çfhf%ofbfO, µ, Ü, ·B

[ 24]

ÀÆ†, ÌfEjBf“fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, µ, ½^Ê'u, É', “\_ª 24 , , éÇ`ð•`%æ, µ, Ü, ·BÇ` , Ìc%  
i, Ì”ä—i, ðŠù`è, Ì, Ü, Ü, É, , éèè, Í**Shift** fL[ , ð%ÿ, µ, È,ª, çfhf%ofbfO, µ, Ü, ·B



[ 32]

ÀÆ†, ÌfEjBf“fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, µ, ½^Ê'u, É', “\_ª 32 , , éÇ`ð•`%æ, µ, Ü, ·BÇ` , Ìc%  
i, Ì”ä—i, ðŠù`è, Ì, Ü, Ü, É, , éèè, Í**Shift** fL[, ð%ÿ, µ, È,ª, çfhf%ofbfO, µ, Ü, ·B

**["š" 1]**

☐̀<Æ't, ìfEfBf"fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½^Ê'u, É"š", ð•\·☐}CE` (☐☐ã,ª,è) ,ð•`%œ,μ,Ü,·☐B"š"-  
CE`, ì☐c%ï, ì"ä—ì, ðŠù'è, ì, Ü, Ü, É, ·, é☐é☐‡, ì☐A**Shift** fL☐[, ð%ÿ, μ, È,ª, çfhf%ofbfO, μ, Ü, ·☐B

["š" 2]

□\<Æ't,lfEfBf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É"š",đ•\,·}CE` (%oE□ã,ª,è) ,đ•`  
%oæ,μ,Ü,·□B"š"CE` ,ì□c%o; ,l"ä—¡,đŠù'è,ì,Ü,Ü,É,·,é□ê□‡,í□A**Shift** fL□[,đ%oŸ,μ,È,ª,çfhf%fbfO,μ,Ü,·□B

[ftf][f`ff][fg : ^-]

[\<Æ't,lfEfbf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É^-,ð•\,·ftf][f`ff][fg]}C` ,ð•`  
%œ,μ,Ü,·B]}C` ,ìc%ï,ì"ä-¡,ðŠù'è,ì,Ü,Ü,É,·,éê±,í**AShift** fL[,ð%ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·B

[ftf][f`ff][fg : 'ä'Ö^—]

□\<Æ't,lfEfbf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É'ä'Ö^—,ð•\,ftf][f`ff][fg]CE`,ð•`  
%œ,μ,Ü,·B}CE`,ìc%ï,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,éê±,í**AShift** fL[,ð%ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·B

[ftf][f`ff][fg : "»'f]

□ì<Æ't, ìfEfBf"fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½^Ê'u, É"»'f, ð•\, .ftf][f`ff][fg] }CE`, ð•`  
%œ, μ, Ü, .□B}CE`, ìc%o; ì"ä—, ðŠù'è, ì, Ü, Ü, É, , éê±, íAShif fL[, ð%ÿ, μ, È, ¢, çhf%ofbfO, μ, Ü, .□B

[ftf][f` ff][fg : ff][f^]

□ì<Æ't, ìfEfBf''fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½^Ê'u, Éff□[f^, ð•\, ·ftf□□[f` ff□[fg□]CE`, ð•`  
%œæ, μ, Ü, ·□B□}CE`, ì□c%œj, ì"ä—¡, ðŠù'è, ì, Ü, Ü, É, ·, é□ê□‡, í□AShif fL□[, ð%œÿ, μ, È, ¢, çfhf%ofbfO, μ, Ü, ·□B

[ftf[] [f` ff[] [fg : 'è<` [] ÿ[] ^—[]]

[] <Æ't, ìfEfBf""fhfE, ÅfNfŠfbfN, Ü, ½, Ìfhf%°fbfO, μ, ½^Ê'u, É'è<` [] ÿ[] ^—[], ð•\, :ftf[] [f` ff[] [fg[] }Æ` ,ð•`  
%°æ, μ, Ü, ·[]B[] }Æ` ,ì[]c%°; ,ì"ä—, ðŠù'è, Ì, Ü, Ü, É, ·, é[]ê[]#, í[]A**Shift** fL[] [, ð%°ÿ, μ, È, º, çfhf%°fbfO, μ, Ü, ·[]B



[ftf f` ff[f : "à•" <L% ]

<Æ't, ÌfEfBf"fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, É"à•" <L% , ð•\, ·ftf f` ff[f : "à•" <L% } }CE` , ð•` %æ, μ, Ü, · }CE` , Ìc% ;, Ì" ä—, ðŠù' è, Ì, Ü, Ü, É, ·, éê±, í ASHift fL[ , ð% Ÿ, μ, È, ¢, çhf%ofbfO, μ, Ü, · }B

[ftf][f`ff][fg : '—p]

□\<Æ't,lfEfbf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É□'—p,ð•\,ftf□[f`ff□[fg□}CE`,ð•`  
%œ,μ,Ü,·□B□}CE`,ì□c%œj,ì"ä—j,ðŠù'è,ì,Ü,Ü,É,·,é□ê□#,í□AShif fL□[,ð%ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·□B

[ftf][f`ff][fg : •i"□'—p]

□\<Æ't,lfEfbf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É•i"□'—p,ð•\,ftf][f`ff][fg]CE`,ð•`  
%œ,μ,Ü,·□B}CE`,ìc%oi,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,éêê‡,í□AShif fL[,ð%ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·□B

**[ftf][f`ff][fg : '[Žq]**

□ì<Æ't, ìfEfBf''fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%fbfO, μ, ½^Ê'u, É'[Žq, ð•\, .ftf□□[f`ff□[fg□}CE` , ð•`  
%œ, μ, Ü, .□B□}CE` , ì□c%œ; , ì"ä—; , ðŠù'è, ì, Ü, Ü, É, , é□ê□#, í□**AShift** fL□[ , ð%œÿ, μ, È, ¢, çfhf%fbfO, μ, Ü, .□B

[ftf][f`ff][fg : €"ö]

ì<Æ't,lfEfbf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É€"ö,ð•\,·ftf][f`ff][fg]}CE`,ð•`  
%œ,μ,Ü,·B]}CE`,ìc%öj,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,éêê‡,í**AShift** fL[,ð%ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·B



[ftf[] [f` ff[] [fg : Žè'€[] "ü—í]

[] <Æ't, ìfEfBf"fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½^Ê'u, ÉŽè'€[] "ü—í, ð•\, ·ftf[] [f` ff[] [fg[] }CE`, ð•`  
%œ, μ, Ü, ·[]B[] }CE`, ì[]c%œ; ì"ä—; ðŠù'è, ì, Ü, Ü, É, ·, éê[]#, í[]AShift fL[], ð%œÿ, μ, È, ¢, çfhf%ofbfO, μ, Ü, ·[]B

**[ftf][f` ff][fg : Žè][Æ]**

Æ't, ìfEfbf"fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%fbfO, μ, ½^Ê'u, ÉŽèÆ, ð•\, ·ftf][f` ff][fg]Æ` , ð•`  
%æ, μ, Ü, ·B]Æ` , ìc%j, ì"ä—, ðŠù'è, ì, Ü, Ü, É, ·, éê±, í**AShift** fL[, ð%ÿ, μ, È, ¢, çhf%fbfO, μ, Ü, ·B



**[ftf][f`ff][fg : CE<#Zq]**

□\<Æ't,lfEfBf''fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,ÉCE<#Zq,ð•\,ftf[ff][fg]CE`,ð•`  
%œ,μ,Ü,·B}CE`,ìc%o;,"ä—,ðŠù'è,ì,Ü,Ü,É,·,éê#;íAShift fL[,ð%ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·B

[ftf[] [f` ff[] [fg : '¼fy[] [fWCE<[] ‡Žq]

[] <Æ't, ìfEfBf""fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½ ^ Ê'u, É'¼fy[] [fWCE<[] ‡Žq, ð•\, .ftf[] [f` ff[] [fg[] }CE` , ð•`  
%œæ, μ, Ü, .[]B[] }CE` , ì[]c%œj, ì" ä—j, ðŠù'è, ì, Ü, Ü, É, , ééê[] ‡, í[]AShift fL[] [, ð%œÿ, μ, È, º, çfhf%ofbfO, μ, Ü, .[]B

**[ftf][f`ff][fg : fj][fh]**

□\<Æ't,lfEfbf"fhfE,ÅNfŠfbfN,Ü,½,Ífhf%fbfO,μ,½^Ê'u,Éfj□[fh,ð•\,ftf□[f`ff□[fg□}CE`,ð•`  
%œ,μ,Ü,·□B□}CE`,ì□c%œj,ì"ä—¡,ðŠù'è,ì,Ü,Ü,É,·,é□ê□‡,í□**AShift** fL□[,ð%œÿ,μ,È,<sup>a</sup>,çfhf%fbfO,μ,Ü,·□B

[ftf][f`ff][fg : ,<sup>1</sup>,ñ[Efe][fv]

□\<Æ't,lfEfbf"fhfE,ÅNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É,<sup>1</sup>,ñ[Efe][fv,ð•\,ftf][f`ff][fg] }CE`,ð•`  
%œ,μ,Ü,·□B}CE`,ìc%oi,ì"ä—¡,ðŠù'è,ì,Ü,Ü,É,·,éêê‡,í□AShif fL[,ð%ÿ,μ,È,<sup>a</sup>,çhf%ofbfO,μ,Ü,·□B

[ftf][f`ff][fg : ~aÚ#]

∩<Æ't,lfEfBf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É~aÚ#,#•\·ftf][f`ff][fg]CE`,δ•`  
%œ,μ,Ü,·B}CE`,ìc%j,ì"ä—,đŠù'è,ì,Ü,Ü,É,·,éê#,í**AShift** fL[,đ%ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·B

[ftf][f`ff][fg : ~\_~a]

∩<Æ't,lfEfbf"fhfE,ÅNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É~\_~a,ð•\,·ftf][f`ff][fg]CE`,ð•`  
%œ,μ,Ü,·B}CE`,ìc%j,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,éê±,í**AShif** fL[,ð%ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·B

[ftf][f`ff][fg : [Æ][#]

[<Æ't,lfEfbf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É[Æ][#,ð•\,ftf][f`ff][fg][}CE`,ð•`  
%œ,μ,Ü,·[B][}CE`,ìc%oi,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,éê[#,í[AShif]fL[,ð%ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·[B

[ftf][f`ff][fg : •a—b]

□\<Æ't,lfEfBf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%ofbfO,μ,½^Ê'u,É•a—b,ð•\,·ftf□□[f`ff□[fg□}CE`,ð•`  
%œ,μ,Ü,·□B□}CE`,ì□c%œj,ì"ä—j,ðŠù'è,ì,Ü,Ü,É,·,é□ê□‡,í□AShif fL□[,ð%œÿ,μ,È,a,çfhf%ofbfO,μ,Ü,·□B



[ftf][f`ff][fg : "²o,µ]

□\<Æ't,lfEfbf"fhfE,ÅNfŠfbfN,Ü,½,lfhf%ofbfO,µ,½^Ê'u,É"²o,µ,ð•\,·ftf][f`ff][fg]CE`,ð•`  
%œ,µ,Ü,·□B}CE`,ìc%oi,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,éê±,í□AShif fL[,ð%ÿ,µ,È,ª,çhf%ofbfO,µ,Ü,·□B

[ftf][f`ff][fg : 'g[#,^]

□\<Æ't,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É'g[#,^,δ•\,·ftf][f`ff][fg]CE`,δ•`  
%œ,μ,Ü,·[B]CE`,ìc%o;,"ä—,đŠù'è,ì,Ü,Ü,É,·,éê[#,í[AShif]fL[,đ%ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·[B

[ftf[] [f` ff[] [fg : flftf%ofCf"]

□\<Æ't,lfEfBf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%ofbfO,μ,½^Ê'u,Éflftf%ofCf",ð•\,·ftf[] [f` ff[] [fg[] }CE`,ð•`  
%œ,μ,Ü,·□B[] }CE`,ì□c%oi,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,éêê±,í□AShif fL[] [,ð%ÿ,μ,È,<sup>a</sup>,çhf%ofbfO,μ,Ü,·□B

**[ftf][f`ff][fg : <L%~ff][f^]**

□\<Æ't,lfEfbf"fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É<L%~ff][f^,ð•\,·ftf][f`ff][fg] }CE`,ð•`  
%œ,μ,Ü,·□B}CE`,ìc%oi,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,éêê‡,í□AShif fL[,ð%ÿ,μ,È,ª,çhf%ofbfO,μ,Ü,·□B

[ftf[] [f` ff[] [fg : []#ŽŸfAfNfZfX<L%o` ]

[]<Æ't, ìfEfBf""fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½^Ê'u, É[]#ŽŸfAfNfZfX<L%o` , ð•\, ·ftf[] [f` ff[] [fg[] }CE` , ð•`  
%oæ, μ, Ü, ·[]B[] }CE` , ì[]c%o; , ì"ä—, ðŠù'è, ì, Ü, Ü, É, ·, é[]ê[]#, í[]AShif fL[] , ð%oŸ, μ, È, ¢, çfhf%ofbfO, μ, Ü, ·[]B

**[ftf][f`ff][fg : ŽŸ<CfffBfXfN]**

□\<Æ't,lfEfbf"fhfE,ÅfNfŠfbfN,Ü,½,lfhf%ofbfO,μ,½^Ê'u,ÉŽŸ<CfffBfXfN,ð•\,·ftf□□[f`ff□[fg□}CE`,ð•`  
%œ,μ,Ü,·□B□}CE`,ì□c%œj,ì"ä—j,ðŠù'è,ì,Ü,Ü,É,·,éêê±,í□**AShift** fL□[,ð%œÿ,μ,È,<sup>a</sup>,çhf%ofbfO,μ,Ü,·□B

[ftf[] [f` ff[] [fg : '¼[] ÚfAfNfZfX<L%[] ]

[] <Æ't, ìfEfBf"fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%[] fbfo, µ, ½ ^ Ê'u, É'¼[] ÚfAfNfZfX<L%[] , ð•\, ·ftf[] [f` ff[] [fg[] }[] ` , ð•`  
%[] æ, µ, Ü, ·[] B[] }[] ` , ì[] c%[] ;, ì" ä—, ðŠù'è, ì, Ü, Ü, É, ·, é[] ê[] †, í[] **AShift** fL[] [, ð%[] Ÿ, µ, È, ¢, çfhf%[] fbfo, µ, Ü, ·[] B

[ftf][f`ff][fg : •\Ž:]

□ì<Æ't, ìfEfBf''fhfE, ÅfNfŠfbfN, Ü, ½, ìfhf%ofbfO, μ, ½^Ê'u, É•\Ž; , ð•\, :ftf□□[f`ff□[fg□}CE`, ð•`  
%œæ, μ, Ü, ·□B□}CE`, ì□c%œ; , ì"ä—; , ðŠù'è, ì, Ü, Ü, É, ·, é□ê□#, í□AShif fL□[, ð%œÿ, μ, È, ¢, çfhf%ofbfO, μ, Ü, ·□B



[ftf][f`ff][fg : ~\_—][ifQ][fg]

□\<Æ't,lfEfBf"fhfE,ÅNfŠfbfN,Ü,½,lfhf%ofbfO,μ,½^Ê'u,É~\_—□□ifQ□[fg,ð•\,ftf□□[f`ff□[fg□}CE`,ð•`  
%œ,μ,Ü,·□B□}CE`,ì□c%oi,ì"ä—,ðŠù'è,ì,Ü,Ü,É,·,éê□#,í□AShif fL□[,ð%ÿ,μ,È,<sup>a</sup>,çhf%ofbfO,μ,Ü,·□B

**[ü, «o, μ 1 (~g•t, «)]**

«o, μ, lfefLfxfg f{fbfNfX, ðžü, è, É~gü, í, , é, «A<'²ü, í, È, çü, «o, μ, ð•`%æ, μ, Ü, ·B, ±  
, ðü, «o, μ, É, íA, «o, μ, lfefLfxfg f{fbfNfX, Éí, É•½s, μ, Ä^ø, ©, è, é^ø, «o, μü, «, , èA, », ð—¼'[, É 2  
, Ä, ð%©F, ç'²@fnf“fhf<, «, , è, Ü, ·B, «o, μ, ÉfefLfxfg, ð'Ç  
%oÄ, , , é, É, íA, «o, μ, ðfNfŠfbfN, μ, Ä, », ð, Ü, Ü“ü—í, μ, Ü, ·B

**[<'²üü,«o,µ 1]**

ü,«o,µ,lfefLfxfg f{fbfNfX,ì%o;É<'²üü,í, ,é,ªA~güü,í,È,çüüü,«o,µ,ð•`%æ,µ,Ü,·B,±  
,ìüüü,«o,µ,É,íAüü,«o,µ,lfefLfxfg f{fbfNfX,Éí,É•½s,µ,Ä^ø,©,é,é^ø,«o,µüü,ª, ,èA,»,ì—¼'[ ,É 2  
,Ä,ì%©F,ç'²@fnf"fhf<,ª, ,è,Ü,·Büü,«o,µ,ÉfefLfxfg,ð'Ç  
%oÄ, ,é,É,íAüü,«o,µ,ðfNfSfbfN,µ,Ä,»,ì,Ü,Ü"ü—í,µ,Ü,·B

**[<'²üü,«o,μ 2]**

ü,«o,μ,lfefLfXfg f{fbfNfX,ì%o;É<'²üü,í, ,é,ªA~güü,í,È,çüüüü,«o,μ,ð•`%æ,μ,Ü,·B,±  
,üüüü,«o,μ,É,íAüü,«o,μ,lfefLfXfg f{fbfNfX,©,çŽí,β,É^ø,©,è,é^ø,«o,μü,Æ 2 ,Â,ì  
%©F,ç'²üü@fnf“fhf<,ª, ,è,Ü,·Büü,«o,μ,ÉfefLfXfg,ð'Ç%Á,·,é,É,íAüü,«o,μ,ðfNfŠfbfN,μ,Ä,»,),Ü,Ü“ü  
—í,μ,Ü,·B

**[<'²üüü,«o,μ 3]**

üü,«o,μ,lfefLfxfg f{fbfNfx,ì%oi,É<'²üü,í, ,é,ªA~güü,í,È,¢üüüü,«o,μ,ð•`%æ,μ,Ü,·üB,±  
,ìüüüü,«o,μ,É,íA1 ,©üü,Åüü,é,é^ø,«o,μüü,Æ 3 ,Å,ì  
%©üüF,¢'²üü@fnf“fhf<,ª, ,è,Ü,·üBüü,«o,μ,ÉfefLfxfg,ð'Ç%üüÁ,·,é,É,íAüü,«o,μ,ðfNfŠfbfN,μ,Ä,»,)Ü,Ü“ü  
—í,μ,Ü,·üB

**[<'²üü,«o,μ 4]**

ü,«o,μ,lfefLfXfg f{fbfNfX,i%oi,É<'²üü,Í, ,é,ªA˘güü,Í,È,¢üüüü,«o,μ,δ•`%oæ,μ,Ü,·üB,±  
,lüüüü,«o,μ,É,íA2 ,©üŠ,ÅüÜ,é,é^ø,«o,μüü,Æ 4 ,Ä,í  
%o©üF,¢'²üü@fnf“fhf<,ª, ,è,Ü,·üBüü,«o,μ,ÉfefLfXfg,ð'Ç%oÁ,·,é,É,íüAüü,«o,μ,ðfNfŠfbfN,μ,Ä,»,),Ü,Ü“ü  
—í,μ,Ü,·üB

**[ü, «o, μ 1]**

<'²ü, à~gü, à, È, çüüüü, «o, μ, ð•`%æ, μ, Ü, ·B, ±, ìüüüü, «o, μ, É, ÍAüüü, «o, μ, ìfefLfXfg  
f{fbfNfX, Éí, É•½s, μ, Ä^ø, ©, è, é^ø, «o, μüü,ª, , èA, »), Ì—¼'[ , É 2 , Ä, ì  
%©F, ç'²ü®fnf“fhf<,ª, , è, Ü, ·Büüü, «o, μ, ÉfefLfXfg, ð'Ç%Á, ·, é, É, ÍAüüü, «o, μ, ðfNfŠfbfN, μ, Ä, »), ì, Ü, Ü“ü  
—í, μ, Ü, ·B

**[ü, «o, μ 2]**

<'ü, à~gü, à, È, çüüü, «o, μ, ð•`%æ, μ, Ü, ·B, ±, ìüüü, «o, μ, É, íAüü, «o, μ, ìfefLfXfg  
f{fbfNfX, ©, çŽî, ß, É^ø, ©, è, é^ø, «o, μü, Æ 2, Â, ì%©F, ç'²@fnf"fhf<, ð, , è, Ü, ·Büü, «o, μ, ÉfefLfXfg, ð'Ç  
%A, ·, é, É, íAüü, «o, μ, ðfNfŠfbfN, μ, Ä, »), ì, Ü, Ü"ü—í, μ, Ü, ·B



**[ü, «o, μ 3]**

<'²ü, à~gü, à, È, çüüü, «o, μ, ð•`%æ, μ, Ü, ·B, ±, ìüüü, «o, μ, É, íA1 , ©Š, ÅÜ, ê, é^ø, «o, μü, Æ 3 , Â, ì  
%©F, ç'²®fnf“fhf<,ª, , è, Ü, ·Büü, «o, μ, ÉfefLfXfg, ð'Ç%Á, ·, é, É, íAüü, «o, μ, ðfNfŠfbfN, μ, Ä, » , ì, Ü, Ü“ü  
—í, μ, Ü, ·B

**[Ü, «o, µ 4]**

<'²ü, à ãgü, à, È, çüüü, «o, µ, ð•`%æ, µ, Ü, ·B, ±, ìüüü, «o, µ, É, ÍA2 , ©Š, ÅÜ, ê, é^ø, «o, µü, Æ 4 , Â, ì  
%©F, ç'²®fnf“fhf<,ª, , è, Ü, ·Büü, «o, µ, ÉfefLfXfg, ð'Ç%Á, ·, é, É, ÍAüü, «o, µ, ðfNfŠfbfN, µ, Ä, » , ì, Ü, Ü“ü  
—Í, µ, Ü, ·B

**[<'²üü,«o,µ 1 (~g•t,«)]**

ü,«o,µ,lfefLfxfg f{fbfNfX,ì%oj,ì'²ü,ÆA~gü,ª, ,éüüü,«o,µ,ð•`%æ,µ,Û,·B,±  
,ìüüü,«o,µ,É,íAüü,«o,µ,lfefLfxfg f{fbfNfX,Éí,É•½s,µ,Ä^ø,©,è,é^ø,«o,µü,ª, ,èA,»,ì—¼'[ ,É 2  
,Ä,ì%©F,ç'²ü@fnf"fhf<,ª, ,è,Û,·Büü,«o,µ,ÉfefLfxfg,ð'Ç  
%oÄ, , ,é,É,íAüü,«o,µ,ðfNfSfbfN,µ,Ä,»,ì,Û,Û"ü—í,µ,Û,·B

**[<'²üü,«o,µ 2 (~g•t,«)]**

ü,«o,µ,lfefLfxfg f{fbfNfX,ì%oj,ì<'²ü,ÆA~gü,ª, ,éüüü,«o,µ,ð•`%æ,µ,Ü,·B,±  
,ìüüü,«o,µ,É,íAüü,«o,µ,lfefLfxfg f{fbfNfX,©,çŽĪ,ß,É^ø,©,ê,é^ø,«o,µü,ª, ,èA,»,ì—¼'[ ,É 2 ,Â,ì  
%©F,ç'²ü@fnf“fhf<,ª, ,è,Ü,·Büü,«o,µ,ÉfefLfxfg,ð'Ç%Á,·,é,É,íAüü,«o,µ,ðfNfŠfbfN,µ,Ä,»,),Ü,Ü“ü  
—í,µ,Ü,·B

**[<'²üü,«o,μ 3 (~g•t,«)]**

ü,«o,μ,lfefLfXfg f{fbfNfX,ì%oj,ì<'²üü,ÆA~gü,ª, ,éüüüü,«o,μ,ð•`%æ,μ,Ü,·B,±  
,ìüüüü,«o,μ,É,íA1 ,©Š,ÅÜ,é,é^ø,«o,μüü,Æ 3 ,Â,ì  
%©F,ç'²üü@fnf“fhf<,ª, ,è,Ü,·Büüü,«o,μ,ÉfefLfXfg,ð'Ç%Á,·,é,É,íAüüü,«o,μ,ðfNfŠfbfN,μ,Ä,»,)Ü,Ü“ü  
—í,μ,Ü,·B

**[ ]}CE`,i•iX : <'²üü,«o,µ 4 (~g•t,«)]**

'I'δ,µ,½f[fVfFfCfv,δA<'²üü,«o,µ 4 (~g•t,«) ,É•iX,µ,Ü,·B,«o,µ,ÉfefLfXfg,δ'Ç  
%oÁ,·,é,É,íA,«o,µ,δfNfŠfbfN,µ,Ä,»,ì,Ü,Ü“ü—í,µ,Ü,·B

[ ] } CE` , i • i X : ŽIŠpCE` ]

'I' δ, μ, ½ f [ [ fg fV fF fC f v, δ A ŽIŠpCE` , É • i X, μ, Ü, . B

[ ] } C ` , i • i X : • ½ s Ž I • Ó C ` ]

' I ' δ , μ , ½ f [ [ f g f v f f C f v , δ A • ½ s Ž I • Ó C ` , É • i X , μ , Ü , • B



[ ] } C ` , ) • i X : ' ä C ` ]

' l ' ð , µ , ½ f l [ [ f g f V f F f C f v , ð A ' ä C ` , É • i X , µ , Ü , • B

[ ] } C ` , i • i X : , D , μ C ` ]

' i δ , μ , ½ f i [ f g f V f F f C f v , δ A , D , μ C ` , É • i X , μ , Ü , · B

[ ] } C ` , i • ĩ X : Š p Š Ů Ž I Š p C ` ]

' I ' δ , μ , ½ f [ [ f g f V f F f C f v , δ A Š p Š Ů Ž I Š p C ` , É • ĩ X , μ , Ü , • B

[ ] } C ` , i • i X : " a Š p C ` ]

' l ' d , μ , ½ f l [ f g f v f f C f v , d A " a Š p C ` , É • i X , μ , Ü , · B

[ ] } Ć ` , i • ĩ X : “ ñ “ ™ • Ó Ž O Š p Ć ` ]

' l ' δ , μ , ½ f l [ f g f v f f c f v , δ A “ ñ “ ™ • Ó Ž O Š p Ć ` , É • ĩ X , μ , Ü , · B

[ ] } Ć ` , i • ĩ X : '¼ Š p Ž O Š p Ć ` ]

' l ' ð , µ , ½ f l [ f g f V f F f C f v , ð A ' ¼ Š p Ž O Š p Ć ` , É • ĩ X , µ , Ü , • B

[ ] } C E ` , i • i X : ' È % ~ ]

' l ' ð , µ , ½ f l [ [ f g f V f F f C f v , ð A ' È % ~ , É • i X , µ , Ü , . B

[ ] } C E ` , i • i X : ~ Z Š p C E ` ]

' i ' δ , μ , ½ f i [ [ f g f V f F f C f v , δ A ~ Z Š p C E ` , É • i X , μ , Ü , · B



[ ] } C ` , i • i X : [ \ ž š C ` ]

' I ' δ , μ , ½ f [ [ f g f v f f C f v , δ A [ \ ž š C ` , É • i X , μ , Ü , • B

[ ] } C ` , ) • i X : ' ¼ • û ' i ]

' i ' ð , µ , ½ f i [ [ f g f V f F f C f v , ð A ' ¼ • û ' i , É • i X , µ , Ü , • B

$\{ \} \mathbb{C}^n, i \cdot i \mathbb{X} : fuf \dots [f]$

'1'  $\delta, \mu, \frac{1}{2} f \dots [fgfVfFfCfv, \delta \dots Afuf \dots [f^{\mathbb{C}^n}, \acute{E} \cdot i \mathbb{X}, \mu, \ddot{U}, \cdot \mathbb{B}$

[ ] } C ` , i • i X : C Ü Š p C ` ]

' I ' δ , μ , ½ f l [ f g f v f f C f v , δ A C E Ü Š p C ` , É • i X , μ , Ü , • B

[ ]}CE`,i•iX : 'å"q]

'l'δ,μ,½f|[fgfVfFfCfv,δA'å"q}CE`,É•iX,μ,Ü,·B

[ ] } CE ` , i • i X : % o ~ ' CE ]

' I ' δ , μ , ½ f l [ f g f V f F f C f v , δ A % o ~ ' CE , É • i X , μ , Ü , · B

[ ] } CE ` , i • i X : [ c Š a , « ]

' l ' δ , μ , ½ f l [ f g f v f f C f v , δ A [ c Š a , « ] } CE ` , É • i X , μ , Ü , · B

[ ] } CE ` , i • i X : % o ; Š a , < ]

' l ' δ , μ , ½ f l [ f g f V f F f C f v , δ A % o ; Š a , < [ ] } CE ` , É • i X , μ , Ü , · B



[ ] } C ` , i • i X : f [ f , ]

' I ' δ , μ , ½ f [ [ f g f V f F f C f v , δ [ A f [ f , C E ` , É • i X , μ , Ü , · B

[ ] } CE ` , i • i X : Šz % o [ ]

' l ' ð , μ , ½ f l [ [ f g f V f F f C f v , ð [ A Š z % o [ CE ` , É • i X , μ , Ü , · [ B

$\{x \in \mathbb{R}^n : f(x) = c\}$

' $\delta, \mu, \frac{1}{2}$ '  $\{f \in C^1, \delta \in \mathbb{R}, \mu \in \mathbb{R}, \frac{1}{2} \in \mathbb{R}\}$

**[ ] } C ` , i • i X : fh [ f i f c ]**

' l ' δ , μ , ½ f i [ f g f v f f c f v , δ A f h [ f i f c C ` , É • i X , μ , Ü , · B

[ ] } C E ` , i • i X : < Ö Ž ~ ]

' l ' δ , μ , ½ f l [ f g f v f f f c f v , δ A < Ö Ž ~ ] } C E ` , É • i X , μ , Ü , • B

$\{x \in X : f(x) = 0\}$

' $\delta, \mu, \frac{1}{2}, f, V, F, C, v, \delta, A, f, \{x \in X : f(x) = 0\}, \mu, \frac{1}{2}, B$

[ ] } C E ` , i • i X : [ 1 ' å , © , Á , ± ]

' 1 ' ð , µ , ½ f [ [ f g f V f F f C f v , ð A [ 1 ' å , © , Á , ± , É • i X , µ , Ü , · B

[ ] } C E ` , i • i X : % o E ' å , © , Á , ± ]

' l ' ð , µ , ½ f l [ f g f V f F f C f v , ð A % o E ' å , © , Á , ± , É • i X , µ , Ü , · B



[ ] } C E ` , i • i X : [ ] t , © , Á , ± ]

' I ' δ , μ , ½ f [ ] [ f g f V f F f C f v , δ A [ ] t , © , Á , ± , É • i X , μ , Ü , • B

[ ] } C E ` , i • i X : % o E ' t , © , Á , ± ]

' l ' δ , μ , ½ f l [ f g f V f F f C f v , δ A % o E ' t , © , Á , ± , É • i X , μ , Ü , · B

[ ] } CE ` , i • i X : % o ~ CE Ê ]

' l ' ð , µ , ½ f l [ [ f g f V f F f C f v , ð A % o ~ CE Ê , É • i X , µ , Ü , · B

[ ] } C E ` , i • i X : ^ i E ]

' i ' δ , μ , ½ f i [ f g f v f f C f v , δ A ^ i E C E ` , É • i X , μ , Ü , • B

$\{ \} \mathbb{C}^n, i \cdot i \mathbb{X} : \text{fn}[\text{fg}]$

' $\delta, \mu, \frac{1}{2} \text{f}[\text{fg}] \text{Vf} \text{Ff} \text{Cfv}, \delta \text{Afn}[\text{fg} \mathbb{C}^n], \acute{e} \cdot i \mathbb{X}, \mu, \ddot{u}, \cdot \mathbb{B}$

[ ] } C E ` , i • i X : % o E - i ^ ó ]

' l ' ð , µ , ½ f l [ [ f g f V f F f C f v , ð A % o E - i ^ ó , É • i X , µ , Ü , · B

[ ] } C E ` , i • i X : [ 1 - i ^ ó ]

' 1 ' ð , µ , ½ f i [ f g f V f F f C f v , ð A [ 1 - i ^ ó , É • i X , µ , Ü , • B

[ ] } C E ` , i • i X : [ ã - î ó ]

' l ' ð , µ , ½ f l [ f g f V f F f C f v , ð A [ ã - î ó , É • i X , µ , Ü , · B



[ ] } C E ` , i • i X : % ° - î ^ ó ]

' I ' ð , µ , ½ f l [ [ f g f V f F f C f v , ð A % ° - î ^ ó , É • i X , µ , Ü , · B

[ ] } C E ` , i • i X : [ 1 % o E - i ^ ó ]

' 1 ' ð , μ , ½ f l [ f g f V f F f C f v , ð A [ 1 % o E - i ^ ó , É • i X , μ , Ü , · B

[ ] } € ` , i • i X : [ ã % ° - î ^ ó ]

' l ' ð , µ , ½ f l [ f g f V f F f C f v , ð A [ ã % ° - î ^ ó , É • i X , µ , Ü , · B

[ ] } C ` , ) • ĩ X : Ž I • ũ C ü - î ^ ó ]

' I ' ð , μ , ½ f [ [ f g f V f F f C f v , ð A Ž I • ũ C ü - î ^ ó , É • ĩ X , μ , Ü , • B

[ ] } E ` , i • i X : Ž O • ũ E ü - î ^ ó ]

' I ' ð , µ , ½ f i [ [ f g f V f F f C f v , ð A Ž O • ũ E ü - î ^ ó , É • i X , µ , Ü , • B

[ ] } C ` , ) • İ X : “ ñ • û C ü - î ^ ó ]

' I ' ð , µ , ½ f [ [ f g f V f F f C f v , ð A “ ñ • û C ü - î ^ ó , É • İ X , µ , Ü , • B

[ ] } C E ` , i • i X : < ü Ü - i ^ ó ]

' i ' δ , μ , ½ f i [ [ f g f V f F f C f v , δ A < ü Ü - i ^ ó , É • i X , μ , Ü , • B

[ ] } C E ` , i • i X : < È Ü - î ^ ó ]

' I ' δ , μ , ½ f l [ f g f V f F f C f v , δ A < È Ü - î ^ ó , É • i X , μ , Ü , • B



$\{ \mathbf{e}^i \}$  is a basis for  $\mathbb{R}^n$

' $\delta_{ij}$ ' is the Kronecker delta,  $\delta_{ij} = 1$  if  $i=j$ ,  $\delta_{ij} = 0$  if  $i \neq j$

[ ] } C E ` , i • i X : f X f g f % o f C f v - i ^ ó ]

' l ' ð , µ , ½ f l [ f g f v f f C f v , ð A f X f g f % o f C f v - i ^ ó , É • i X , µ , Ü , · B

[ ] } CE ` , i • i X : V Žš CE ` - i ^ ó ]

' I ' ð , μ , ½ f i [ [ f g f V f F f C f v , ð AV Žš CE ` - i ^ ó , É • i X , μ , Ü , • B

$\{ \} \mathbb{C}^n, i \cdot i \mathbb{X} : fz \{ \{ \} \mathbb{C}^n \{ \} \mathbb{X} \}$

'1'  $\delta, \mu, \frac{1}{2} f \{ \{ \} \mathbb{C}^n \{ \} \mathbb{X} \}, \delta \{ \{ \} \mathbb{C}^n \{ \} \mathbb{X} \}, i \cdot i \mathbb{X}, \mu, \ddot{U}, \cdot \mathbb{B}$

[ ] } C E ` , i • i X : Ž R C E ` ]

' I ' δ , μ , ½ f [ [ f g f V f f f C f v , δ A % o E C E ü , « , i Ž R C E ` , É • i X , μ , Ü , • B

[ ] } C E ` , i • i X : Š Ā ó - î ^ ó ]

' l ' ð , μ , ½ f l [ [ f g f V f F f C f v , ð A Š Ā ó - î ^ ó , É • i X , μ , Ü , • B

[ ] } CE ` , i • i X : V Ž š CE ` Š Â □ ó - î ^ ó ]

' l ' ð , μ , ½ f i □ [ f g f V f F f C f v , ð □ AV Ž š CE ` Š Â □ ó - î ^ ó , É • i □ X , μ , Ü , · □ B

[ ] } C E ` , i • i X : % E f j [ f u - i ^ ó ]

' l ' ð , µ , ½ f [ f g f v f f c f v , ð A % E f j [ f u - i ^ ó , É • i X , µ , Ü , . B



$\{ \mathbf{e}^i \}$  :  $\{ \mathbf{f}_i \}$

$\delta_{ij}$ ,  $\frac{1}{2} \mathbf{f}_i \mathbf{f}_j^T$ ,  $\delta_{ij} \mathbf{f}_i \mathbf{f}_j^T$ ,  $\mathbf{e}_i \mathbf{e}_j^T$ ,  $\mu$ ,  $\mathbf{u}$ ,  $\mathbf{B}$

[ ] } C ` , i • i X : [ ã j ] [ f u - i ^ ó ]

' l ' ð , µ , ½ f l [ f g f V f F f C f v , ð A [ ã j ] [ f u - i ^ ó , É • i X , µ , Ü , · B

[ ] } C E ` , i • i X : % ° f j [ f u - i ^ ó ]

' l ' ð , μ , ½ f [ f g f V f F f C f v , ð A % ° f j [ f u - i ^ ó , É • i X , μ , Ü , · B

**[ ] } € ` , ì • ï X : % o E - î ^ ó [ ] , « o , μ ]**

' I ' ð , μ , ½ f [ ] [ f g f V f F f C f v , ð A % o E - î ^ ó [ ] , « o , μ , É • ï X , μ , Ü , · B [ ] , « o , μ , É f e f L f X f g , ð ' Ç  
% o Á , · , é , É , Í A [ ] , « o , μ , ð f N f Š f b f N , μ , Ä , » , ì , Ü , Ü " ü — í , μ , Ü , · B

[ ] } C E ` , i • i X : [ ] 1 - i ^ o [ ] , < [ ] o , μ ]

' I ' δ , μ , ½ f [ ] [ f g f V f F f C f v , δ [ ] A [ ] 1 - i ^ o [ ] , < [ ] o , μ , É • i X , μ , Ü , · [ ] B [ ] , < [ ] o , μ , É f e f L f X f g , δ ' Ç  
% o Á , · , é , É , í [ ] A [ ] , < [ ] o , μ , δ f N f Š f b f N , μ , Ä , » , Ì , Ü , Ü " ü — í , μ , Ü , · [ ] B

**[ ] } € ` , ì • Ì X : ã - î ^ ó , « o , μ ]**

' Ì ' ð , μ , ½ f [ f g f V f F f C f v , ð A ã - î ^ ó , « o , μ , É • Ì X , μ , Û , · B , « o , μ , É f e f L f X f g , ð ' Ç  
% Á , · , é , É , Í A , « o , μ , ð f N f Š f b f N , μ , Ä , » , Ì , Û , Û " ü — Í , μ , Û , · B

**[ ] } € ` , ì • ï X : % ° - î ^ ó , « o , μ ]**

' ì ' ð , μ , ½ f [ f g f V f F f C f v , ð A % ° - î ^ ó , « o , μ , É • ï X , μ , Û , · B , « o , μ , É f e f L f X f g , ð ' Ç  
% ° Á , · , é , É , Í A , « o , μ , ð f N f Š f b f N , μ , Ä , » , ì , Û , Û " ü — í , μ , Û , · B

**[ ] } C E ` , i • i X : [ ] % o E - i ^ o [ ] , < [ ] o , μ ]**

'I' δ, μ, ½ f [ ] [ f g f V f F f C f v , δ [ ] A [ ] % o E - i ^ o [ ] , < [ ] o , μ , É • i X , μ , Ü , · [ ] B [ ] , < [ ] o , μ , É f e f L f X f g , δ ' Ç  
% o Á , · , é , É , Í [ ] A [ ] , < [ ] o , μ , δ f N f Š f b f N , μ , Ä , » , Ì , Ü , Ü " ü — Í , μ , Ü , · [ ] B



[ ] } € ` , ì • ì X : ã % ° - î ^ ó , « o , μ ]

' ì ' ð , μ , ½ f [ f g f V f F f C f v , ð A ã % ° - î ^ ó , « o , μ , É • ì X , μ , Ü , · B , « o , μ , É f e f L f X f g , ð ' Ç  
% ° Á , · , é , É , Í A , « o , μ , ð f N f Š f b f N , μ , Ä , » , ì , Ü , Ü " ü — í , μ , Ü , · B

[ ] } CE ` , i • i X : Ž I • ũ CE ũ - i ^ ó [ ] , « [ ] o , μ ]

' I ' δ , μ , ½ f [ ] [ f g f V f F f C f v , δ [ ] A Ž I • ũ CE ũ - i ^ ó [ ] , « [ ] o , μ , É • i X , μ , ũ , · [ ] B [ ] , « [ ] o , μ , É f e f L f X f g , δ ' Ç  
% Á , · , é , É , í A [ ] , « [ ] o , μ , δ f N f Š f b f N , μ , Ä , » , Ì , Ũ , Ũ " ũ — í , μ , ũ , · [ ] B

**[ ] } C E ` , i • i X : f o f < [ f “ ]**

' l ' δ , μ , ½ f l [ f g f V f F f C f v , δ A f o f < [ f “ , É • i X , μ , Ü , • B

**[ ] } CE ` , i • i X : ŽI Šp CE ` [ ] , « o , μ ]**

' I ' δ , μ , ½ f [ [ f g f V f F f C f v , δ A Ž I Š p CE ` [ ] , « o , μ , É • i X , μ , Ü , · B [ ] , « o , μ , É f e f L f X f g , δ ' Ç  
% Á , · , é , É , Í A [ ] , « o , μ , δ f N f Š f b f N , μ , Ä , » , Ì , Ü , Ü " ü — Í , μ , Ü , · B

**[ ]}CE`,i•iX : ŠpŠŮŽIŠpCE` [ ] ,« [ o,μ ]**

'I'đ,μ,½f [ ] [fgfVfFfCfv,đ [ ] AŠpŠŮŽIŠpCE` [ ] ,« [ ] o,μ,É•i [ ] X,μ,Ü,· [ ] B [ ] ,« [ ] o,μ,ÉfefLfXfg,đ'Ç  
%oÁ,·,é,É,í [ ] A [ ] ,« [ ] o,μ,đfNfŠfjfN,μ,Ä,» ,ì,Ü,Ü"ü—í,μ,Ü,· [ ] B

[ ] } CE ` , i • i X : % ~ CE ` [ ] , « [ ] o , μ ]

' I ' δ , μ , ½ f [ ] [ fgfVfFfCfv , δ [ ] A % ~ CE ` [ ] , « [ ] o , μ , É • i [ ] X , μ , Ü , · [ ] B [ ] , « [ ] o , μ , É f e f L f X f g , δ ' Ç  
% Á , · , é , É , í [ ] A [ ] , « [ ] o , μ , δ f N f Š f b f N , μ , Ä , » , Ì , Ü , Ü " ü — í , μ , Ü , · [ ] B

[ ] } CE ` , i • i X : % o \_ CE ` [ ] , « [ ] o , μ ]

' I ' δ , μ , ½ f [ ] [ f g f V f F f C f v , δ [ ] A % o \_ CE ` [ ] , « [ ] o , μ , É • i X , μ , Ü , · [ ] B [ ] , « [ ] o , μ , É f e f L f X f g , δ ' Ç  
% o Á , · , é , É , í [ ] A [ ] , « [ ] o , μ , δ f N f Š f b f N , μ , Ä , » , ì , Ü , Ü " ü — í , μ , Ü , · [ ] B

[ ] } € ` , Ì • İ X : ü , « o , µ 2 ( ~ g • t , « ) ]

' Ì ' ð , µ , ½ f [ f g f V f F f C f v , ð A ü , « o , µ 2 ( ~ g • t , « ) , É • İ X , µ , Ü , · B , « o , µ , É f e f L f X f g , ð ' Ç  
% Á , · , é , É , Í A , « o , µ , ð f N f Š f b f N , µ , Ä , » , Ì , Ü , Ü " ü — Í , µ , Ü , · B



**[ ] } € ` , Ì • İ X : ü , « o , µ 3 ( ~ g • t , « ) ]**

' Ì ' ð , µ , ½ f [ f g f V f F f C f v , ð A ü , « o , µ 3 ( ~ g • t , « ) , É • İ X , µ , Ü , · B , « o , µ , É f e f L f X f g , ð ' Ç  
% Á , · , é , É , Í A , « o , µ , ð f N f Š f b f N , µ , Ä , » , Ì , Ü , Ü " ü — Í , µ , Ü , · B

[ ] } € ` , Ì • İ X : ü , « o , µ 4 ( ~ g • t , « ) ]

' Ì ' ð , µ , ½ f [ f g f V f F f C f v , ð A ü , « o , µ 4 ( ~ g • t , « ) , É • İ X , µ , Ü , · B , « o , µ , É f e f L f X f g , ð ' Ç  
% Á , · , é , É , Í A , « o , µ , ð f N f Š f b f N , µ , Ä , » , Ì , Ü , Ü " ü — Í , µ , Ü , · B



[ ] } C E ` , i • i X : % ° f Š f { f “ ]

' l ' δ , μ , ½ f l [ f g f V f F f C f v , δ A % ° f Š f { f “ , É • i X , μ , Ü , · B

☐☐}☐☐`),i•i☐X : ☐ãfŠf{f“]

'l'đ,μ,½f☐☐[fgfVfFfCfv,đ☐A☐ãfŠf{f“,É•i☐X,μ,Ü,·☐B

{}`),i•iX : %°fj[fufŠf{f“]

'l'đ,μ,½f[fVfFfCfv,đA%°fj[fufŠf{f“,É•iX,μ,Ü,·B

{}Ⓒ`),i•ïX : ãj[fufŠf{f“]

'I'ð,μ,½f[fvgVfFfCfv,ðAãj[fufŠf{f“,É•ïX,μ,Ü,·B

[ ] } C ` , i • i X : [ ] 5 ]

' I ' δ , μ , ½ f [ [ f g f v f f C f v , δ A ' , " \_ , a 5 , Â , , é [ ] C ` , É • i X , μ , Ü , • B



[ ] } C ` , i • i X : [ ] 8 ]

' I ' δ , μ , ½ f [ [ f g f V f F f C f v , δ A ' , " \_ , a 8 , Â , , é [ ] C ` , É • i X , μ , Ü , • B

**[ ] } C ` , i • i X : [ ] 16 ]**

'I' δ, μ, ½ f [ [ f g f V f F f C f v, δ A' , " \_ , a 16 , , é [ ] C ` , É • i X, μ, Ü, · B

[ ] } E ` , i • i X : [ ] 24 ]

' I ' δ , μ , ½ f [ [ f g f V f F f C f v , δ A ' , " \_ , a 24 , , é [ ] E ` , É • i X , μ , Ü , [ ] B

[ ] } C E ` , i • i X : [ ] 32 ]

' I ' δ , μ , ½ f [ [ f g f V f F f C f v , δ A ' , " \_ , a 32 , , é [ ] C E ` , É • i X , μ , Ü , [ ] B

[ ] } C ` , i • i X : " š " 1 ]

' l ' ð , μ , ½ f [ [ f g f V f F f C f v , ð A " š " C ` ( [ 1 [ ã , º , è ) , É • i X , μ , Ü , · B

[ ] } CE ` , i • i X : "š" 2 ]

'l'đ,μ,½f|[fgfVfFfCfv,đA"š"CE` (%oE[ã,ª,è) ,É•i[X,μ,Ü,·B

$\{ \} \mathbb{C}^n, i \cdot i \mathbb{X} : \text{ftf} \{ \{ \} \text{ff} \{ \text{fg} : \hat{\ } - \}$

'1'  $\delta, \mu, \frac{1}{2} \text{f} \{ \text{fg} \text{Vf} \text{Ff} \text{Cfv}, \delta \text{A} \hat{\ } - \}, \delta \cdot \backslash, \text{ftf} \{ \{ \} \text{ff} \{ \text{fg} \} \mathbb{C}^n, \acute{e} \cdot i \mathbb{X}, \mu, \ddot{u}, \cdot \text{B}$

{}E`),iX : ftf[f`ff[fg : 'ä'Ö^—]

'l'δ,μ,½f[fgfVfFfCfv,δA'ä'Ö^—,δ•\,ftf[f`ff[fg]E`,É•iX,μ,Ü,·B



**[ ]}CE`,i•iX : ftf[f` ff[f]g : "»'f]**

'l'δ,μ,½f[f]gVfFfCfv,δA"»'f,δ•\,ftf[f` ff[f]g}CE`,É•iX,μ,Ü,·B

$\{ \} \mathbb{C}^n, i \cdot i \mathbb{X} : \text{ftf} \{ \} \{ \} \text{ff} \{ \} \{ \} \text{fg} : \text{ff} \{ \} \{ \} \text{f}^{\wedge} \}$

'1'  $\delta, \mu, \frac{1}{2} \text{f} \{ \} \{ \} \text{fg} \text{Vf} \text{Ff} \text{Cfv}, \delta \{ \} \text{A} \text{ff} \{ \} \{ \} \text{f}^{\wedge}, \delta \cdot \setminus, \cdot \text{ftf} \{ \} \{ \} \text{ff} \{ \} \{ \} \text{fg} \{ \} \mathbb{C}^n, \acute{e} \cdot i \mathbb{X}, \mu, \ddot{u}, \cdot \mathbb{B}$

**[ ]}CE` ,i•iX : ftf [f` ff [fg : 'è<` i,Ý^—]**

'I'δ,μ,½f [fgVfFfCfv,δA'è<` i,Ý^—,δ•\·ftf [f` ff [fg] }CE` ,É•iX,μ,Ü,·B

**[ ]}CE` ,i•iX : ftf [f` ff [fg : "à•" <L%o` ]**

'l'δ,μ,½f [fgfVfFfCfv,δA"à•" <L%o` ,δ•\,·ftf [f` ff [fg [ ]}CE` ,É•iX,μ,Ü,·B

$\{ \} \mathbb{C} \setminus, i \cdot \mathbb{I} \mathbb{X} : \text{ftf} \{ \{ \} \text{ff} \{ \text{fg} : \{ \} - \mathbb{P} \}$

' $\{ \} \delta, \mu, \frac{1}{2} \text{f} \{ \{ \text{fg} \text{Vf} \text{Ff} \text{Cfv}, \delta \mathbb{A} \{ \} - \mathbb{P}, \delta \cdot \lambda, \cdot \text{ftf} \{ \{ \} \text{ff} \{ \text{fg} \{ \} \} \mathbb{C} \setminus, \dot{\mathbb{E}} \cdot \mathbb{I} \mathbb{X}, \mu, \dot{\mathbb{U}}, \cdot \mathbb{B}$

[ ] } C E ` , i • i X : f t f [ ] [ f ` f f [ ] [ f g : • i [ ] " [ ] ' - p ]

' l ' δ , μ , ½ f [ ] [ f g f V f F f C f v , δ A • i [ ] " [ ] ' - p , δ • \ , . f t f [ ] [ f ` f f [ ] [ f g [ ] } C E ` , É • i X , μ , Ü , . [ ] B

{}CE`,i•iX : ftf[f`ff[fq : 'Zq]

'δ,μ,½f[fqVfFfCfv,δA[Zq,δ•\,ftf[f`ff[fq}CE`,É•iX,μ,Ü,•B

**[ ] } C E ` , i • i X : f t f [ ] [ f ` f f [ ] f g : [ ] € " ö ]**

' l ' δ , μ , ½ f [ ] [ f g f v f f f C f v , δ [ ] A [ ] € " ö , δ • \ . f t f [ ] [ f ` f f [ ] f g [ ] } C E ` , É • i [ ] X , μ , Ü , [ ] B



[ ] } C E ` , i • i X : f t f [ ] [ f ` f f [ ] [ f g : Ž è ' € [ ] " ü — í ]

' l ' ð , μ , ½ f [ ] [ f g f v f f C f v , ð [ ] A Ž è ' € [ ] " ü — í , ð • \ , · f t f [ ] [ f ` f f [ ] [ f g [ ] } C E ` , É • i [ ] X , μ , Ü , · [ ] B

[ ] } C E ` , i • i X : f t f [ ] [ f ` f f [ ] [ f g : Ž è [ ] < A E ]

' l ' ð , μ , ½ f [ ] [ f g f v f f f C f v , ð [ ] A Ž è [ ] < A E , ð • \ , · f t f [ ] [ f ` f f [ ] [ f g [ ] } C E ` , É • i [ ] X , μ , Ü , · [ ] B

**[ ] } C ` , i • i X : f t f [ ] [ f ` f f [ ] f g : C E < [ # Ž q ]**

' l ' δ , μ , ½ f [ ] [ f g f v f f f C f v , δ [ ] A C E < [ # Ž q , δ • \ , : f t f [ ] [ f ` f f [ ] f g [ ] } C E ` , É • i X , μ , Ü , : [ ] B

**[ ]}CE` ,i•iX : ftf [f` ff [fg : '¼fy [fWCE<#žq]**

'l'đ,μ,½f [fgfVfFfCfv,đA'¼fy [fWCE<#žq,đ•\,ftf [f` ff [fg] }CE` ,É•iX,μ,Ü,•B

**[ ] } C ` , i • i X : f t f [ ] [ f ` f f [ ] [ f g : f j [ ] [ f h ]**

' l ' δ , μ , ½ f [ ] [ f g f v f f f C f v , δ A f j [ ] [ f h , δ • \ , . f t f [ ] [ f ` f f [ ] [ f g ] } C ` , É • i X , μ , Ü , • B

**[ ] } C ` , i • i X : f t f [ ] [ f ` f f [ ] f g : , 1 , ñ [ ] E f e [ ] f v ]**

' l ' ð , µ , ½ f [ ] [ f g f v f f f C f v , ð A , 1 , ñ [ ] E f e [ ] f v , ð • \ . f t f [ ] [ f ` f f [ ] f g [ ] } C ` , É • i [ ] X , µ , Ü , • B

[ ] } C ` , i • i X : f t f [ f ` f f [ f g : ~ a U [ # ]

' l ' δ , μ , ½ f [ f g f v f f C f v , δ A ~ a U [ # , δ • \ , · f t f [ f ` f f [ f g [ ] } C ` , É • i X , μ , Ü , · B

**[ ]}E` ,i•iX : ftf[f` ff[f9 : ~\_—a]**

'l'δ,μ,½f[f9fVfFfCfv,δA~\_—a,δ•\·ftf[f` ff[f9]}E` ,É•iX,μ,Ü,·B



$\{ \} \mathbb{C}^n, i \cdot \mathbb{R}^n : \text{ftf} \{ \{ \text{ff} \{ \text{fg} : \mathbb{A} \mathbb{E} \} \}$

' $\delta, \mu, \frac{1}{2} \text{f} \{ \{ \text{fg} \text{Vf} \text{Ff} \text{Cfv}, \delta \mathbb{A} \mathbb{E} \} \}, \delta \cdot \backslash, \text{ftf} \{ \{ \text{ff} \{ \text{fg} \} \} \mathbb{C}^n, \acute{e} \cdot \mathbb{R}^n, \mu, \ddot{u}, \cdot \mathbb{B}$

$\{ \} \mathbb{C}^n, i \cdot \mathbb{R}^n : \text{ftf} \{ \{ \text{ff} \{ \text{fg} : \bullet^a - \mathbf{p} \} \}$

'1'  $\delta, \mu, \frac{1}{2} \text{f} \{ \{ \text{fg} \text{Vf} \text{Ff} \text{Cfv}, \delta \} \mathbb{A} \bullet^a - \mathbf{p}, \delta \cdot \backslash, \cdot \text{ftf} \{ \{ \text{ff} \{ \text{fg} \} \} \mathbb{C}^n, \acute{E} \cdot \mathbb{R}^n, \mu, \ddot{U}, \cdot \mathbb{B}$

$\{ \} \mathbb{C}^n, i \cdot i \mathbb{X} : \text{ftf} \{ \{ \} \text{ff} \{ \text{fg} : \}^2 \{ \mathbf{o}, \mu \}$

' $\{ \delta, \mu, \frac{1}{2} \{ \{ \text{fg} \text{Vf} \text{Ff} \text{Cfv}, \delta \} \mathbb{A}^2 \{ \mathbf{o}, \mu, \delta \} \cdot \text{ftf} \{ \{ \} \text{ff} \{ \text{fg} \} \} \mathbb{C}^n, \acute{e} \cdot i \mathbb{X}, \mu, \ddot{u}, \cdot \mathbb{B}$

$\{ \} \mathbb{C} \setminus, i \cdot i \mathbb{X} : \text{ftf} \{ \{ \} \text{ff} \{ \{ \} \text{fg} : ' \mathbb{g} \{ \{ \} \} \}$

'  $\delta, \mu, \frac{1}{2}$   $\{ \{ \} \text{fgfVfFfCfv}, \delta \mathbb{A} ' \mathbb{g} \{ \{ \} \} \}$ ,  $\delta \cdot \setminus \cdot \text{ftf} \{ \{ \} \text{ff} \{ \{ \} \text{fg} \} \} \mathbb{C} \setminus$ ,  $\acute{e} \cdot i \mathbb{X}, \mu, \ddot{u}, \cdot \mathbb{B}$

[ ] } CE ` , i • i X : ft f [ f ` ff [ fg : fl ft f % o f C f “ < L % o ` ]

' l ' δ , μ , ½ f [ [ fg f V f F f C f v , δ A f l ft f % o f C f “ < L % o ` , δ • \ . : ft f [ f ` ff [ fg ] } CE ` , É • i X , μ , Ü , • B

$\{ \} \mathbb{C} \setminus, i \cdot i \mathbb{X} : \text{ftf} \{ \} \{ \} \text{ff} \{ \} \{ \} \text{fg} : \langle L \% \circ \text{ff} \{ \} \{ \} \text{f} \wedge \rangle$

'l'  $\delta, \mu, \frac{1}{2} \text{f} \{ \} \{ \} \text{fg} \text{Vf} \text{Ff} \text{Cfv}, \delta \mathbb{A} \langle L \% \circ \text{ff} \{ \} \{ \} \text{f} \wedge, \delta \bullet \setminus, \cdot \text{ftf} \{ \} \{ \} \text{ff} \{ \} \{ \} \text{fg} \{ \} \mathbb{C} \setminus, \acute{e} \cdot i \mathbb{X}, \mu, \ddot{u}, \cdot \mathbb{B}$

[ ] } CE ` , i • i X : ft f [ f ` ff [ fg : [ † Ž Ÿ Af N f Z f X < L % ° ~ ]

' l ' δ , μ , ½ f [ fg f V f F f C f v , δ A [ † Ž Ÿ Af N f Z f X < L % ° ~ , δ • \ , : ft f [ f ` ff [ fg [ ] } CE ` , É • i X , μ , Ü , • B

[ ] } C E ` , i • i X : f t f [ ] [ f ` f f [ ] [ f g : Ž ¥ < C f f f B f X f N ]

' l ' δ , μ , ½ f [ ] [ f g f v f f f C f v , δ A Ž ¥ < C f f f B f X f N , δ • \ , • f t f [ ] [ f ` f f [ ] [ f g ] } C E ` , É • i X , μ , Ü , • B



[ ] } CE ` , i • i X : ft f [ ] [ f ` ff [ ] [ fg : ' ¼ [ ] Ú f Af N f Z f X < L % ° [ ]

' l ' ð , µ , ½ f [ ] [ fg f V f F f C f v , ð [ ] A ' ¼ [ ] Ú f Af N f Z f X < L % ° [ ] , ð • \ , · ft f [ ] [ f ` ff [ ] [ fg [ ] } CE ` , É • i [ ] X , µ , Ü , · [ ] B

[ ] } € ` , i • i X : f t f [ ] [ f ` f f [ ] [ f g : • \ ž ! ]

' l ' δ , μ , ½ f [ ] [ f g f v f f f C f v , δ A • \ ž ! , δ • \ , . f t f [ ] [ f ` f f [ ] [ f g [ ] } € ` , É • i X , μ , Ü , • B

**[ ]}E`,i•iX : ftf[f`ff[fq : ~\_—ffQ[fq]**

'l'δ,μ,½f[fqVfFfCfv,δA~\_—ffQ[fq,δ•\,·ftf[f`ff[fq]}E`,É•iX,μ,Ü,·B

**[ ] } € ` , ) • ï X : ü , « o , μ 1 ( ~ g • t , « ) ]**

' I ' δ , μ , ½ f [ f g f V f F f C f v , δ A ü , « o , μ 1 ( ~ g • t , « ) , É • ï X , μ , Ü , · B , « o , μ , É f e f L f X f g , δ ' Ç  
% Á , · , é , É , í A , « o , μ , δ f N f Š f b f N , μ , Ä , » , ì , Ü , Ü " ü — í , μ , Ü , · B

**[ ] } € ` , Ì • İ X : < ' ² ü , « o , µ 1 ]**

' I ' δ , µ , ½ f [ [ f g f V f f C f v , δ A < ' ² ü , « o , µ 1 , É • İ X , µ , Ü , · B , ±

, İ ü , « o , µ , É , Í ~ g ü , Í , , è , Ü , ¹ , ñ B , « o , µ , É f e f L f X f g , δ ' Ç % Á , · , é , É , Í A , « o , µ , ð f N f Š f b f N , µ , Ä , » , Ì , Ü , Ü " ü  
— Í , µ , Ü , · B

**[ ] } € ` , Ì • İ X : < ' ² ü , « o , µ 2 ]**

' I ' δ , µ , ½ f [ [ f g f V f f C f v , δ A < ' ² ü , « o , µ 2 , É • İ X , µ , Ü , · B , ±

, İ ü , « o , µ , É , Í ~ g ü , Í , , è , Ü , ¹ , ñ B , « o , µ , É f e f L f X f g , δ ' Ç % Á , · , é , É , Í A , « o , µ , ð f N f Š f b f N , µ , Ä , » , Ì , Ü , Ü " ü  
— Í , µ , Ü , · B

**[ ] } € ` , Ì • İ X : < ' ² ü , « o , µ 3 ]**

' I ' δ , µ , ½ f [ [ f g f V f f C f v , δ A < ' ² ü , « o , µ 3 , É • İ X , µ , Ü , · B , ±

, İ ü , « o , µ , É , Í ~ g ü , Í , , è , Ü , ¹ , ñ B , « o , µ , É f e f L f X f g , δ ' Ç % Á , · , é , É , Í A , « o , µ , ð f N f Š f b f N , µ , Ä , » , Ì , Ü , Ü " ü  
— Í , µ , Ü , · B

**[ ] } € ` , Ì • İ X : < ' ² ü , « o , µ 4 ]**

' I ' δ , µ , ½ f [ [ f g f V f F f C f v , δ A < ' ² ü , « o , µ 4 , É • İ X , µ , Ü , · B , ±

, İ ü , « o , µ , É , Í ~ g ü , Í , , è , Ü , ¹ , ñ B , « o , µ , É f e f L f X f g , δ ' Ç % Á , · , é , É , Í A , « o , µ , ð f N f Š f b f N , µ , Ä , » , Ì , Ü , Ü " ü  
— Í , µ , Ü , · B



**[ ] } € ` , ) • İ X : ü , « o , μ 1 ]**

'1' δ, μ, ½ f [ f g f V f f C f v, δ A ü , « o , μ 1 , É • İ X, μ, Ü, · B, ±, ì ü , « o , μ, É, Í g ü, à <-  
'2' ü, à, , è, Ü, ð, ñ B , « o , μ, É f e f L f X f g, ð ' Ç % Á, , é, É, Í A , « o , μ, ð f N f Š f b f N, μ, Ä, » , ì, Ü, Ü " ü — Í, μ, Ü, · B

**[ ] } € ` , ) • İ X : ü , « o , μ 2 ]**

'1' δ, μ, ½ f [ f g f V f f C f v, δ A ü , « o , μ 2 , É • İ X, μ, Ü, · B, ±, ì ü , « o , μ, É, Í g ü, à < -  
'2' ü, à, , è, Ü, ð, ñ B , « o , μ, É f e f L f X f g, ð ' Ç % Á, , é, É, Í A , « o , μ, ð f N f Š f b f N, μ, Ä, » , ì, Ü, Ü " ü — Í, μ, Ü, · B

**[ ] } € ` , ) • İ X : ü , « o , μ 3 ]**

'1' δ, μ, ½ f [ f g f V f f C f v , δ A ü , « o , μ 3 , É • İ X , μ , Ü , · B , ± , ì ü , « o , μ , É , Í ~ g ü , à < -  
'2' ü , à , , è , Ü , ð , ñ B , « o , μ , É f e f L f X f g , ð ' Ç % Á , , é , É , Í A , « o , μ , ð f N f Š f b f N , μ , Ä , » , ì , Ü , Ü " ü — Í , μ , Ü , · B

**[ ] } € ` , ) • İ X : ü , « o , μ 4 ]**

'1' δ, μ, ½ f [ f g f V f f C f v, δ A ü , « o , μ 4 , É • İ X, μ, Ü, · B, ±, ì ü , « o , μ, É, Í g ü, à <-  
'2' ü, à, , è, Ü, ð, ñ B , « o , μ, É f e f L f X f g, ð ' Ç % Á, , é, É, Í A , « o , μ, ð f N f Š f b f N, μ, Ä, » , ì, Ü, Ü " ü — Í, μ, Ü, · B

**[ ] } € ` , Ì • İ X : < ' ² ü , « o , µ 1 ( ~ g • t , « ) ]**

' İ ' ð , µ , ½ f [ f g f V f f f C f v , ð A < ' ² ü , « o , µ 1 ( ~ g • t , « ) , É • İ X , µ , Ü , · B , « o , µ , É f e f L f X f g , ð ' Ç  
% Á , · , é , É , İ A , « o , µ , ð f N f Ş f b f N , µ , Ä , » , İ , Ü , Ü " ü — İ , µ , Ü , · B

**[ ]}CE`,i•iX : <'²üü,«o,µ 2 (~g•t,«)]**

'I'δ,µ,½f[fVfFfCfv,δA<'²üü,«o,µ 2 (~g•t,«) ,É•iX,µ,Ü,·B,«o,µ,ÉfefLfXfg,δ'Ç  
%oÁ,·,é,É,íA,«o,µ,δfNfŠfbfN,µ,Ä,»,ì,Ü,Ü“ü—í,µ,Ü,·B

**[ ]}ϵ` ,i•iX : <'²üü,«o,μ 3 (~g•t,«)]**

'I'δ,μ,½f[fVfFfCfv,δA<'²üü,«o,μ 3 (~g•t,«) ,É•iX,μ,Ü,·B,«o,μ,ÉfefLfXfg,δ'Ç  
%oÁ,·,é,É,íA,«o,μ,δfNfŠfbfN,μ,Ä,»,ì,Ü,Ü“ü—í,μ,Ü,·B

**[%E]**

'l'δ,μ,½f□□[fhfA□[fg,ì%E'[,δ'μ,ì,Ü,·□B□¶'[,í•s'μ,φ,É,È,è,Ü,·□B



**[—¼'['μ,| (•¶Žš'P^Ê)]**

ĀX,|•¶Žš,İŌ,ÉŠŌŠu,đ<ó,¯,ÄA'İ'đ,μ,½f□□[fhfA□[fg,İ%°E'[,Æ□¶'[,đ'μ,|,Ü,·□B

**[—¼'['μ,| ('PCEê'P^Ê)]**

CEÂX,ì'PCEê,ìŠÔ,ÉŠÔŠu,ð<ó,~,ÄA'ì'ð,μ,½f[fhfA[fg,ì  
%E'[,Æ[',ð'μ,|,Ü,·B'PCEê,ìCEÂX,ì•Źš,ìŠÔ,ìŠÔŠu,ìŠ],«,Ü,<sup>1</sup>,ñBf[fhfA[fg,<sup>a</sup> 1  
•Źš,<sup>3/4</sup>,~,ìê[#,ìA•Źš'P^Ê,Ä,ì—¼'['μ,|,<sup>a</sup>"K—p,<sup>3</sup>,ê,Ü,·B

[-¼'['μ,;]

fejLjXfg,ð%ooj•ûCEü,É^ø,«L,Î,μ,ÄA'!δ,μ,½f[fhfA[fg,ì  
%oE'[,Æ[μ,;Ü,·BCEÂX,ì•Źš,â'PCEê,ÌSÔ,ÌSÔSu,ÌSj,«,Ü,<sup>1</sup>,ñB

[,æ,è<.,]

f□□[fhfA□[fg,ì•¶Žš,ìŠÔŠu,ð□A<.,,μ,Û,·□B,±,ì□ó'Ô,<sup>a</sup>•¶ŽšŠÔŠu,ì□Ý'è,Æ,μ,Ä,í□Å,à<.,ç,à,ì,Å,·□B

【<.,】

f□□[fhfA□[fg,ì•¶Žš,ìŠÔŠu,ð<.,,μ,Ü,·□B•¶ŽšŠÔŠu,ð,<sup>3</sup>ç,É<.,,·,é,É,í□A[,æ,è<.,] ,ðfNfŠfbfN,μ,Ä,-  
,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>,ç□B•¶ŽšŠÔŠu,ð□L,°,é,É,í□A[•W□€] ,ðfNfŠfbfN,μ,Ä,,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>,ç□B

**[•W€]**

f□□[fhfA□[fg,É□A•W□€“l,È•¶ŽšŠÔŠu,đ□Ý’è,μ,Ü,·□B

[L,]

f[fhfA[fg,ì•ŕŽš,ìŠÔŠu,đL,,μ,Û,·B•ŕŽššÔŠu,đ<.,.,é,É,íA[•W€] ,đfNfŠfbfN,μ,Ä,-  
,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>,çB•ŕŽššÔŠu,đ,<sup>3</sup>,ç,ÉL,,.,é,É,íA[,æ,èL,] ,đfNfŠfbfN,μ,Ä,,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>,çB

[,æ,è□L,]

f□□[fhfA□[fg,ì•¶ŽšŠÔŠu,đ□A□Å'å,É□L,°;Ü,·□B,±,ì□ó'Ô,²•¶ŽšŠÔŠu,ì□Ý'è,Æ,μ,Ä,Í□Å,à□L,ç,à,ì,Å,·□B



**[fj][fjf“fO]**

fj[fjf“fO A,Ü,½,í“Á'è,ì•ŕŽš,ì'g,Ýŕ#,í,ŠÔ,ÌŠÔŠu,đAZ©“®“l,É'²ŕ®,μ,Ü,·B'PCEê'S'ì,ì•ŕŽšŠÔŠu,ª“™,μ  
,Œ©,í,é,æ,æ,É,È,è,Ü,·Bfj[fjf“fO,íATrueType ftHf“fg,Ü,½,í Adobe Type Manager ,lftHf“fg,É,ì,ÝŽg—  
p,Å,«,Ü,·B

[ ]}, ìfŠfzfbfg]

'l'đ,μ,½}, ìfgfŠf~f"fo,đ%đœ,μAFA-¾,é,³AfRf"fgf%fxfg,đE³,ìÝ'è,É-ß,μ,Ü,·B

[ ]}, ð s " à, É Ž û, ß, é ]

' l ' ð, µ, ½ } , ð Ç » [ Ý, l ' i — Ž, ì s " à, É " z ' u, µ, Ü, · [ B, » , ì [ ] , [ [ A ' Ê [ í, ì f e f L f X f g, Æ " — l, É ^ µ, l, é, æ, x, É, È, è, Ü, · [ B

[ ]/fOf%oft/'gD ],ìF•ïX]

[ ]/fOf%oft/'gD ],ìF•ïX] f\_fCfAfO f{fbfNfX,đŠj,«,Ü,·B'I'đ,μ,½} AfOf%oftA,Ü,½,Í'gD ]  
,ìF,đ•ïX,·,é,±,Æ,ª,Å,«,Ü,·B

**[Ž“®]**

},đ’“ü,.,é,ÆAÅ“K,ìŽ®,ž“““i,ÉÝ’è,<sup>3</sup>,è,Ü,·BfCf[]fW,iŽí—  
p,đ•ìX,.,é,É,íA’¼,ìŽ®,đNfŠfbfN,μ,Ü,·B

[fOfCE[fXfP[f<]

'l'δ,μ,½},δAfOfCE[fXfP[f<,lfCf[fW,É•İŠ,μ,Ü,·BŠeF,íA'î%ž,·,é"Z,³,İŠDf,ì-  
Ô,©,·,É•İX,³,è,é,±,Æ,É,È,è,Ü,·B

["□•]

'l'δ,μ,½},δ□A%f%ofCf" fA□[fg,ì,æ,α,È"□•,ìfCf□□[fW,É•İŠ,μ,Ü,·□B

**["s, ©, μ]**

'l'δ,μ,½},δA-¾,é, AfRf"fgf%ofXfg,ì'á,ç},É•İŠ,μ,Ü,·B},δfEfH[f^f}][fN,É•İŠ,·,é,ÆA[0#~]  
fRf}f"fh ([}CE`·`%œ] fc[f<fo[A[}CE`,ì'²@] fffj...[) ,đŽg,Á,ÄAfy[fW"à,ì'¼,ì€-Ú,ì"w-  
Ê,Ê"z'u,·,é,±,Æ,ª,Â,«,Ü,·B



## [ŽiŠp]

'l'đ,μ,½fufWfFfNfg,ìžü^í,ìŽiŠp,çf{fbfNfX,ì,·,×,Ä,ìü,É%^^,Á,ÄAfefLfXfg,đÜ,è•Ô,μ,Ü,·B

## [ŠOŽü]

'l'đ,μ,½fufWfFfNfg,ìÜ,è•Ô,μü,ìŽü^í,É

%o^,Á,ÄAfefLfXfg,đÜ,è•Ô,μ,Ü,·BÜ,è•Ô,μü,ì',³,đ•ïX,·,é,É,íA[]] fc[f<fo[.,l

[fefLfXfg,ìÜ,è•Ô,μ] ,đNfŠfbfN,μA[Ü,è•Ô,μ"\_,ì•ÖW] ,đNfŠfbfN,μ,Ü,·B

**[,È,μ]**

fefLfXfg,ìÜ,è•Ô,μ,δ%øδœ,μ,Ü,·BfefLfXfg,Í'í'δ,μ,½flfufWfFfNfg,ìŽü^í,ÅÜ,è•Ô,<sup>3</sup>,È,-  
,È,è,Ü,·BflfufWfFfNfg,ðfefLfXfg,ì" w-Ê,Ü,½,í'O-Ê,É"z'u,·,é,É,íA[ ]}œ` ,ì²[®] f[ ]f...[ ],ì [ ]# [ ]` ]  
,ðfNfŠfbfN,μA-Ú"í,ì# [ ]` ,ðfNfŠfbfN,μ,Ä,,¾,<sup>3</sup>,ç [ ]B


**[Ü,è•Ô,μ“\_ì•ÒW]**

'l'δ,μ,½fufWfFfNfg,ìŽü•Ó,ì'“\_δ•Ž|,μAfefLfxfg,º%oo^,Á,ÄÜ,è•Ô,·Žü•Ó,ì'·,³,δ•ïX,Å,«,é,æ,κ  
,É,μ,Ü,·BŽü•Ó,ì'·,³,δ•ïX,·,é,É,íA'“\_ðfhf%ofbfO,μ,Ü,·B[ŠOŽü] ,Ü,½,í [“à•”]  
,đ'l'đ,·,é,ÆAfefLfxfg,í,±,ìŽü•Ó,É%oo^,Á,ÄÜ,è•Ô,³,é,Ü,·B


**[3-D ,lfif"/fift]**

Šù'è,ì 3-D ,ìŸ'è,đŽg,Á,ÄA'í'đ,μ,½fIfufWfFfNfg,É 3-D ,đŸ'è,μ,½,èAŸ'è,đ%đœ,μ,Ü,·B3-D ,Æ  
%œ,đ"Žž,ÉŸ'è,·,é,±,Æ,Í,Å,«,Ü,<sup>1</sup>ñB3-D ,đŸ'è,·,é,ÆA%œ,ÍŽ©"®"l,Éíœ,<sup>3</sup>,è,Ü,·B<t,ìê‡,à"–  
l,Å,·B

[%º,ÉÆX, ¯,é]

3-D Æø%ºÊ,ð 6 “x,, ,Â...•½ž²,ðŠî€É,µ,Ä%ºº•ûÆü,É%ºñ”],µ,Û,·B3-D ,ðŽÿ,ì 45 “x%ºñ”]  
,µ,½□ó’Ô,É,·,é,É,ÍA**Shift** fL□[,ð%ºÿ,µ,È,ª,ç  ,ðfNfŠfbfN,µ,Û,·B

[ä,ÉEX, ,é]


3-D CEθ%Ê,ð 6 “x,, ,Â...•½Ž²,ðŠî€É,μ,Ää•ûCEü,É%ň“],μ,Û,·B3-D ,ðŽÿ,ì 45 “x%ň“]  
,μ,½ó’Ô,É,·,é,É,ÍA**Shift** fL[ð%ÿ,μ,È,ª,ç  ,ðfNfŠfbfN,μ,Û,·B

[☐☐,ÉCEX, ¯,é]

3-D CEø%oÊ,ð 6 “x,,.Â☐,¼Ž²,ðŠí☐€É,μ,Ä☐☐•ûCEü,É%oň”],μ,Ü,·☐B3-D ,ðŽÝ,ì 45 “x%oň”]  
,μ,½☐ó’Ô,É,·,é,É,Í☐A**Shift** fL☐[.ð%oÝ,μ,È,a,ç ☐☐],ðfNfŠfbfN,μ,Ü,·☐B



[%E,ÉEX, ,é]

3-D CEθ%Ê,ð 6 “x,, ,Â,¼Ž²,ðŠí€ ,É,μ,Ä%Ê•ûCEü,É%ñ”],μ,Û,·B3-D ,ðŽÝ,ì 45 “x%ñ”]  
,μ,½ó’Ô,É,·,é,É,Í**A**Shift fL[ ,ð%Ÿ,μ,È,ª,ç  ,ðfNfŠfbfN,μ,Û,·B

【%œ□s,«】f□ffj...□【

'l'δ,μ,½fjfufWfFfNfg,ì 3-D CEø%œÊ,ì%œ□s,«,ì□[,³,δ□Ý'è,μ,Ü,·□B

[Ž<“\_] fñfñf...[]

'l'đ,μ,½fjufWfFfNfg,ì 3-D Ćø%oÊ,ìŽ<“\_Æ•úĆü,đŸ'è,μ,Û,·[]B

[ŒöŒ¹] fñjff...[]

'l'ð,μ,½ 3-D ,lfufWfFfNfg,ÉŒö,ª, ,½,é•ûŒü,ðŸ'è,μ,Û,·[]B

[•\-Ê] f[]jf...[]

'l'δ,μ,½fufufWfFfNfg,ì•\-Ê,ì-¾,é,<sup>3</sup>,Æ,Â,â,ì-L-<sup>3</sup>,δ[]Ý'è,μ,Û,·[]B

**[0 pt]**

'l'đ,μ,½fjufWfFfNfg,ì 3-D Ćø%oÊ,ì%oœ□s,«,đ 0 ,É□Ý'è,μ,Û,·□B

**[36 pt]**

'I'đ,μ,½fjufWfFfNfg,ì 3-D Æø%oÊ,ì%oœ□s,«,đ 36 fjfCf“fg (-ñ 1.5 cm) ,É□Ý'è,μ,Û,·□B

**[72 pt]**

'I'đ,μ,½fjufWfFfNfg,ì 3-D Æø%oÊ,ì%oœ□s,«,đ 72 fjCf“fg (-ñ 3 cm) ,É□Ý'è,μ,Ü,·□B



**[144 pt]**

'I'đ,μ,½fjufWfFfNfg,ì 3-D Æø%oÊ,ì%oœ□s,«,đ 144 fjfCf“fg (-ñ 6 cm) ,É□Ý'è,μ,Ü,·□B

**[288 pt]**

'I'đ,μ,½fjufWfFfNfg,ì 3-D Æø%oÊ,ì%oœ□s,«,đ 288 fjCf“fg (-ñ 12 cm) ,É□Ý'è,μ,Ü,·□B

**[-³CEÀ]**

3-D CEθ%oÊ,ª-³CEÀ,É'±,ç,Ä,ç,é,æ,κ,ÉÏ'è,μ,Û,·B

**[%o“<B]**

%o“<B,ì<—£,ð□AZĀ□Ū,ÉCE©,|,é,ì,Æ“~ ,¶<—£Š´,ð—^,|,é,æ,ꝛ,È 3-D CEø%oÉ,ð□Ý’è,μ,Û,·□B[%o“<B]  
,ð□Ý’è,μ,½f|fufWfFfNfjg,Í,æ,èCE»ŽÀ,É<B,CE©,|,Û,·,ª□A—x□Ú,·,é|fufWfFfNfjg,É□Ý’è,³,ê,Ä,ç,é“~—l,ì 3-D  
CEø%oÉ,ª,» ,é,¼,ê^Ù,È,Á,ÄCE©,|,é,±,Æ,ª, ,è,Û,·□B

**[•½□s]**

%“<β,ì<—£Š´,ì,È,ç□A,·,×,Ä,ì'α-Ê,ª•½□s,Å, ,é 3-D CEø%Ê,ðÝ'è,μ,Û,·□B,±,ì—  
IŽ® ,ðÝ'è,·,é,Æ□A•;□”,ìfìufWfFfNfg,É,í,½,Á,Ä“^è,ì 3-D CEø%Ê,ª“¾,ç,è,Û,·□B,±,ì—IŽ®,í□A“™ª  
 (“™ Šp) □}-@,Û,½,ìLfffrfìbfg“Š%e□}-@,Æ,μ,Ä'm,ç,è,Ä,ç,Û,·,ª□A<Z□p“ì,È•`%æ,ìé□†,É,æ,—p,ç  
,ç,è,Û,·□B

[-¾,é,]

'l'ð,µ,½fjufWfFfNfg,ì 3-D Œø%oÊ,ì%oe,âF,ì",ìŠ,,ñ,ð'½,,µA-¾,é,çŒö,ª, ,½,Á,½,æ,κ,É,µ,Û,·B

**[•W€]**

'l'δ,μ,½fufWfFfNfg,ì 3-D CEø%oÊ,ì%oe,âF,ì",,ìŠ,,ñ,ð't'ö"x,É,μA•W€"l,ÈCEö,ª, ,½,Á,½,æ,π  
,É,μ,Ü,·B

[^Ã,]

'l'ð,µ,½fjufWfFfNfg,ì 3-D CEø%oÊ,ì%oe,âF,ì",ìŠ,,ñ,ð,È,,µA^Ã,çCEö,³, ,½,Á,½,æ,æ,É,µ,Û,·B



[,Â,â□Á,μ]

'l'δ,μ,½fjfufWfFfNfg,ì•\-Ê,δ,Â,â,â,È,□A"Ü,Á,½,æ,α,É,μ,Ü,·□B

[fvf%ofXf`fbfN]

'l'δ,μ,½fufWfFfNfg,ì•\-Ê,δfvf%ofXf`fbfN,ì,æ,α,É,μ,Ü,·□B

[,ç,Ô,μ<à'®]

'l'δ,μ,½fufWfFfNfg,ì•\-Ê,Æ,,·,ñ,¾<à'®,ì,æ,κ,É,μ,Û,·□B

**[à'®]**

'l'δ,μ,½fufWfFfNfg,ì•\-Ê,δ-□,©,ê,½<à'®,ì,æ,π,É,μ,Û,·□B

[f□fCf,,□[ ftjC□[f€]

'l'δ,μ,½fjufWfFfNfg,ì•\-Ê,δ□í□œ,μ,Ä□A~g'g,Ý,¾,¯,δ•\Žì,μ,Ü,·□B



[fefLfXfg,ì'Ç%Á]

fefLfXfg•ÒWf,□fh,ðfj“,É,μ,Ü,·□B,±,ìf,□fh,Å,í□A'ì'ð,μ,½f□[fgfVfFfCfv,ÉfefLfXfg,ð'}“ü,Å,«,Ü,·□B

[fefLjXfg,ì•Ò□W]

fefLjXfg•Ò□Wf,□[fh,ðfjf“,É,μ,Ü,·□B,±,ìf,□[fh,Å,í□A‘l’ð,μ,½fI□[fgfVfFfCfv,ìfefLjXfg,ð•Ò□W,Å,«,Ü,·□B



[ ] } C ` ]

□ < Æ ' + , ì f t f @ f C f < , É , , é ' ¼ , ì } C E ` , ì , ' ¼ - Ê , " , æ , Ñ ... • ½ - Ê , É □ † , í , ¹ , Ä □ A f l f u f W f F f N f g , đ Ž © " @ " l , É " z ' u , μ , Ü , · □ B

**[fCf□□[fW fRf“fgf□□[f<]**

'l'δ,μ,½□},É□Ý'è,·,éfCf□□[fW,ìŽí—p,đfNfŠfbfN,μ,Ü,·□B

**[fɛfLɪXfg, ð̥, è•Ô, μ]**

'l'ð, μ, ½ flfufWfFfNfg, ÉŸ'è, ·, éfɛfLɪXfg, ð̥, è•Ô, μ, ð̥í—

p, ð̥NfŠfbfN, μ, ð̥, ·BfɛfLɪXfg, ð̥, è•Ô, μ, ð̥¼, ð̥fɪvɪfɪ#“, ð̥Ÿ'è, ·, é, É, íA[Ÿ'Ž®] fɪfɪf...[l, ð̥] flfufWfFfNfg]

, ð̥NfŠfbfN, μA[·Ÿš—ñ, ð̥, è•Ô, μ] f^fu, ð̥NfŠfbfN, μ, ð̥, ·B flfufWfFfNfg]

fRf}f“fh, íA'ð, μ, ½ ð̥, É, æ, Á, Ä [ð̥]}A[fɪ[fɪgVfFfCfv]A[fɪ[fɪhfA[fɪg] , È, Ç, É•í, è, ð̥, ·B

**[Šî-{}Ĉ`]**

'l'đ,μ,½fI[fqfVfFfCfv,đA[Šî-{}Ĉ`] fffj...[.ÅfNfŠfbfN,μ,½fI[fqfVfFfCfv,É•ïX,μ,Ü,·B

**[fuföfbfN-î^ó]**

'l'đ,μ,½f□[fgfVfFfCfv,đ□A[fuföfbfN-î^ó] f□fjf...□[,ÅfNfŠfbfN,μ,½f□[fgfVfFfCfv,É•ï□X,μ,Ü,·□B

**[ftf][f`ff][fg]**

'l'δ,μ,½f[fgVfFfCfv,δA[ftf][f`ff][fg] f[ff]f...[.ÅNfŠfbfN,μ,½f[fgVfFfCfv,É•ïX,μ,Ü,·B

["̄,ÆfŠf{f"}]

'l'δ,μ,½f□[fgfVfFfCfv,δ□A["̄,ÆfŠf{f"}] f□fjf...□[,ÅfNfŠfbfN,μ,½f□[fgfVfFfCfv,É•ï□X,μ,Ü,·□B

**[□□,«□o,μ]**

'l'δ,μ,½fI□[fgfVfFfCfv,δ□A[□□,«□o,μ] f□fj...□[.ÅfNfŠfbfN,μ,½fI□[fgfVfFfCfv,É•ï□X,μ,Ü,·□B



[[f□□[fhfA□[fg] fc□[f◁fo□[,ì•\Ž!]

[f□□[fhfA□[fg] fc□[f◁fo□[,đ•\Ž!,μ,Ü,·□B

[[f□□[fhfA□[fg] fc□[f◁fo□[,đ•\Ž!,μ,È,¢]

[f□□[fhfA□[fg] fc□[f◁fo□[,đ"ň•\Ž!,É,μ,Û,·□B

[%ñ“],ì|—¹]

[Ž©—R,É%ñ“]] f{f^f“ ([ ]}Œ`•`%æ] fc[f<fo[ ] ) ,đ|ft,É,μ,Û,·B

[[{}]] fc[f<fo[.,i•ž:]

[{}]] fc[f<fo[.,đ•ž|,μ,ü,·B

[[{}]] fc[f<fo[,đ•\Ž!,μ,È,¢]

[{}]} fc[f<fo[,đ"ň•\Ž!,É,μ,Û,·B

[',“\_,'Ç%oÁ]

<Èüã,ìf}fEfX,ì%Ef{f^f“,ÅfNfŠfbfN,μ,½^Ê'u,ÉV,μ,t',“\_,'Ç%oÁ,μ,Ü,·B

[', " , ì í œ]

' ð , µ , ½ < È ü , ì ' , " , ð í œ , µ A , » , ì - ¼ ' α , É , , é 2 , Â , ì - x ú , , é ' , " , ð ü , Å œ < , Ñ , Ü , · B

[ü•a,ðL,î,•]

'l'ð,µ,½ü•a,ð¼ü,ü•a,É•ïX,µ,Ü,•B



[ü•ä,ð<È,°,é]

'δ,μ,½ü•ä,ð<Èü,ìü•ä,É•ïX,μ,Ü,·B

[', "\_ , iž © " @ Ÿ è ]

ú ü, ž © " " l, é v ž ž, ³, ê A ú ü, â ú " \_ ²" ñ • \ ž !, É, È, è, Ü, · B Ç < % ° Ê, Æ, µ, Ä A, ±  
, l', " \_ , ð' Ê, é Š Š, ç, ©, È < È ü, ì ü • ², É, È, è, Ü, · B

l', "\_, ð't S, Éfxfe [fwf "fo, ., é]

' , "\_, ð't S, É, » , ì—¼' x, ìÚ "\_, a" , ¶ŠÔŠu, Å•\Ž|, ³, ê ACEÝ, ç, É 180 "x—£, ê, é, æ, x, É, μ, Ü, · B

[',“,Áü•ª,ðL,Î,·]

□Ú□ü,í□í,É 180 “x,İŠp“x,É•Û,½,e,Ü,·,ª□AŠe□Ú□ü,ì'·,³,íĈÊ•Ê,É•İ□X,Å,«,Ü,·□B

[', „\_ , đ Š Ń ě ť , É , • , , é ]

2 - { , ĩ ů ü , ĩ ' , ³ , Æ □ A , » , ĩ Š Ő , ĩ Š p “ x , đ Ć Ā • Ĕ , É • ĭ □ X , Ā , « , é , æ , ¢ , É , μ , Ü , • □ B ^ ê “ x , É ' ĩ ' đ , Ā , « , é ' , “ \_ , ĩ 1 , Ā , ³ / 4 , , Ā , • □ B ' ĩ ' đ , μ , ½ Š e ' , “ \_ , ĭ f v ĳ □ p j e f B , đ • ĭ □ X , Ā , « , Ü , • □ B

[', " • Ò W, ì | — ]

< È ü, ì, " \_ , æ, Ñ f v f p f e f B, ì • Ò W f, [ f h, ð f f t, É, µ, Ü, · B

[•Â,ŋ,½<Èü]

Šj,č,½<Èü,ìŽn“\_Æ|“\_ðü•â,ÅÆ<,ÑA•Â,ŋ,½<Èü,É,μ,Ü,·B

[fLfff“fofX fTfCfY]

□}CE`,<sup>3</sup>•\Ž|,<sup>3</sup>é,éŽIŠpCE`,ìfTfCfY,ð□Ý'è,μ,Ü,·□B



[•Š,,ì%øðœ]

ì<Æ't,ìfEfBf"fhfE,ì•Š,,ð%øðœ,μ,Û,·B

**[%ñ—æ,ì•òW] ([ftf@fCf<] fffjf...[])**

ì<Æ't,lfhfLf...ff"fg,lf"fofCf",ì%ñ—æ,đš,«,Ü,·B%ñ—,đŽg—p,·,é,É,íAfhfLf...ff"fg,ì%ñ—æ,ÆŽ©•<sup>a</sup>,lfRf"fsf...[]f^,ÉAfhfLf...ff"fg,đi—,μ,½fAvfšfP[]fVf+f",ÆAMicrosoft Exchange,Ü,½,íCEŸŠ,ì"đŽqf[]f< fVfXfef€,<sup>a</sup>fZfbfgfAfbfv,<sup>3</sup>,ê,Ä,ç,é•K—v,<sup>a</sup>, ,è,Ü,·B

[,.,x,Ä•Û'¶,µ,ÄX[V]

□\<Æ'+,ìftf@fCf<,Æ.,x,Ä,ì-,,ß□ž,ÝfIfufWfFfNfg,ð□ACE»□Ý,ìftf@fCf<-¼□AfpfX-¼□A,,"æ,Ñftf@fCf<CE`Ž©,Ä•Û'¶,µ,Ü,·□B

[•i»•Ū'¶]

∫<Æ't,∫tf@fCf<,∫Rfs∫[.δ∫A•Ê,∫tf@fCf<-¼,Å•Ū'¶,μ,Ū,∫B

[fef“fvfCE[fg,ì•Ù’¶]

□ì<Æ’t,ìftf@fCf<,É“Y•t,<sup>3</sup>,è,Ä,ç,éfef“fvfCE[fg,ð•Ù’¶,μ,Û,·□B

[f}fNf<L~^,ìÄŠJ]

|| (L~^,ì^èžž'âž~) ,đfNfŠfbfN,μ,Äf}fNf<,ì<L~^,â'âž~,³,ê,Ä,č,é,Æ,«,ÉAf}fNf<,ì<L~^,đÄŠJ,μ,Ü,·B

**[fAfcRf",i@-ñ] ([fEfBf"fhfE] fffjf...l)**

Word ,l%æ-Êã,ÅAfAfcRf"%»»,μ,½•¶',lf^fcfgf< fo[,ªd,È,è‡,í,È,ç,æ,α,É"z'u,μ,Ü,·B

**[s, ð, t, ʃ] ([•ØW] fffj...)**

•\, ð, ðfNfšfbvf{ [fh, ©, çf] [fç, ð^É'u, É'} "ü, µ, Ü, ·B"\  
, è•t, æ, ðí^í, ÉAØ, èžæ, è, Ü, ½, íRfs [µ, ½"í^í, Æ" , ¶] , ðs, Æ—ñ, ð, , é, ±, Æ, ðŠm" F, µ, Ä, -  
, ¾, ç, çB Ž® Y'è, è, Ä, ç, È, çfefLjXfg, ð"\, è•t, , ééç, íA•\ "à, ðZfç, ð 1 , Ä, ¾, -'ð, µ, Ü, ·B



**[—ñ,ì“\,è•t,~] ([•ÒW] fffj...l)**

•\,ì—ñ,đfNfŠfbjvf{[fh,©,çfj[f<f<,ì^Ê'u,É'}“ü,μ,Û,·B“\  
,è•t,~æ,ì^í,ÉAØ,èŽæ,è,Û,½,íRfs[μ,½^í,Æ“~“f”,ìs,Æ—ñ,a, ,é,±,Æ,đŠm”F,μ,Ä,-  
,¾,³,çBŽ®Y’è,³,è,Ä,ç,È,çfefLjXfg,đ“\,è•t,~,ééç,íA•\“à,ìZf<,đ 1 ,Ä,¾,~'í'đ,μ,Û,·B

**[fZf<,ì“\,è•t,¯] ([•òW] fffjf...[])**

•\,ìfZf<,ðfNfŠfbfvf{[]fh,©,çf[]f\<,ì^Ê'u,É' }“ü,μ,Û,·B“\  
,è•t,¯æ,ì“í^í,ÉAØ,èŽæ,è,Û,½,íRfs[][,μ,½“í^í,Æ“¯,¶[]“,ìs,Æ—ñ,<sup>a</sup>, ,é,±,Æ,ðŠm“F,μ,Ä,-  
,¾,<sup>3</sup>,çB[]Ž®Y'è,<sup>3</sup>,è,Ä,ç,È,çfefLjXfg,ð“\,è•t,¯,éé[]#,íA•\“à,ìfZf<,ð 1 ,Ä,¾,¯'í'ð,μ,Û,·B

**[•¶'•ŮŒì,ì%øðœ] ([fc[fc] fffj...])**

f f " f % o f C f " f t f H [ f € , â f h f L f . . . f [ f " f g , ì • Ů Œ ì , ð % ø ð œ , μ , Ů , • B f h f L f . . .  
f [ f " f g , ¶ f p f X f [ [ f h , ð Ž g , Á , Ä • Ů Œ ì , ¶ , é , Ä , ç , é [ é [ † , í [ A ' â • ¶ Ž š , Æ [ - • ¶ Ž š , ì ^ á , ç  
, à Š Ů , ß , Ä [ A [ ¶ Š m , È f p f X f [ [ f h , ð " ü - í , • é • K - v , ª , è , Ů , • B

[fCfCfAfEfg~g,ì'Ž®'Ý'è]

'l'δ,μ,½fCfCfAfEfg~g,ì'Ž®,δ'Ý'è,μ,Û,·B

[—š—đftfHf<f\_đšJ.]

□Å<ßŽg—p,μ,½fnfCfp□[fŠf“fN,î^é—,đ•\Ž!,μ,Ü,·□B

**[-š-ǫ]**

ÅŸg—p,µ,½fnfCfp[fŠf“fN,ǫ•\Ž!,µ,Ü,·B

[,¨C,É“ü,è]

[Favorites] ftjHf<f\_ì“à—e,đ•\Ž!,μ,Ü,·□B

[fAfhfCefX (URL)]

-Ú“l, ðy [fW, Ö^Ú“ @, , é, É, íA, ±, ðnfCfp [fŠf“fN, ðfNfŠfbfN, μ, Ü, ·B



[^óüfvfEfrf...[]]

fhfLf...f[]“fg,ì^óüžž,ìfCf[] [fW,ð•\Ž!,μ,Ü,·B

[••“>]

Žg—p,·,é••“>,ìŽí—p,ďfNfŠfbfN,μ,Ü,·□B

[%e,lfXf^fCf<]

'l'δ,μ,½fufWfFfNfg,É'è,·,é%e,lfXf^fCf<,δfNfŠfbfN,μ,Ü,·B

**[3-D fXf^fCf<]**

'l'δ,μ,½fufWfFfNfg,É'è,·,é 3-D fXf^fCf<,δfNšfbfN,μ,Ü,·B

[ft][fU][[Y'è,]fAfCfRf"]

'l'ð,μ,½fAfCfef€,,ÉŠ,,è"-,Ä,éfAfCfRf" ,ðfNfŠfbfN,μ,Ü,·□B

**[“h,è,Â,Ô,μ,È,μ]**

'l'δ,μ,½fufWfFfNfg,ì“h,è,Â,Ô,μ,δíœ,μ,Û,·B

**[Ž“®]**

«»Ý,ì”zF,ÅŽw’è,<sup>3</sup>,è,Ä,ç

,éF,ÅA’ì’ð,μ,½f|fufWfFfNfg,ð”h,è,Â,Ô,μ,Û,·B”h,è,Â,Ô,μ,ìF,ðŠm”F,·,é,É,íA,±,ìf|f|f...[,ìŠeF,ðf|  
fCf”fg,μ,Äà-¾,ð•Žì,μ,Û,·B

["z□F]

'l'δ,μ,½fufWfFfNfg,ì“h,è,Â,Ô,μ,ÉŽg—p,·,é□F,ðfNfŠfbfN,μ,Ü,·□B



**[•W€,ìF]**

“h,è,Â,Ô,μ,ìF,đfNfŠfbfN,μ,Ü,·B,Ü,½,íA[,»,ì¼,ìF] ,đfNfŠfbfN,μ,Ä•Ê,ìF,đ'ìđ,μ,Ü,·B

**[Åžg—p,μ,½F]**

Åžg—p,μ,½A•W€,ìF^ÈŠO,ì“h,è,Â,Ô,μ,ìF,Å,·BfNfŠfN,μ,ÄA“~,¶F,ðÄ“xŽg,±,Æ,ª,Å,«,Ü,·B

**[ü, È, μ]**

'δ, μ, ½fufWfFfNfg, ì gü, ðíœ, μ, Ü, ·B

**[Ž“@Ÿ'è,ìF]**

'l'đ,μ,½fufWfFfNfg,ìü,ìF,đACE»Ÿ,ì"zF,ÅŽw'è,³,è,Ä,č  
,éfefLfXfg,Æü,ìF,É•ïX,μ,Ü,·BfefLfXfg,Æü,ìF,đŠm" F,·,é,É,íA,±,ìfjf...[,ìšF,đfCf"fg,μ,Äà-  
¾,đ•Ž!,μ,Ü,·B

["zF]

'l'δ,μ,½fufWfFfNfg,É'Ý'è,·,éü,ìF,ðNfŠfbfN,μ,Ü,·B

**[•W€,ìF]**

ü,ìF,đNfŠfbfN,μ,Ü,·B,Ü,½,íA[,»,ì¼,ìF] ,đNfŠfbfN,μ,Ä•Ê,ìF,đ'ìđ,μ,Ü,·B

**[Åžg—p,µ,½F]**

Åžg—p,µ,½A•W€,îF^ÈŠO,ìü,ìF,Å,·BfNfŠfbfN,µ,ÄA“”,¶F,ðÄ“xŽg,±,Æ,ª,Å,«,Ü,·B

**[%e,È,μ]**

'l'δ,μ,½fufWfFfNfg,ì%e,δíœ,μ,Û,·B



[Ž“@Ÿ'è,ìF]

'l'đ,μ,½‰e,đACE»Ÿ,ì"zF,ÅŽw'è,<sup>3</sup>,é,Ä,ç,é 3-D ,ìF,É•İX,μ,Ü,·B3-D ,ìF,đŠm" F,·,é,É,íA,±,ìfìfìf...  
ì[,ìŠeF,đfìfCf"fg,μ,Äà-¾,đ•\Žì,μ,Ü,·B

["zF]

'l'δ,μ,½fufWfFfNfg,É'Ý'è,·,é%e,ìF,ðfNfŠfbfN,μ,Ü,·B

**[•W€,ìF]**

%œe,ìF,đfNfŠfbfN,μ,Ü,·B,Ü,½,íA[,»,'¼,ìF] ,đfNfŠfbfN,μ,Ä•Ê,ìF,đ'í'đ,μ,Ü,·B

**[Åžg—p,µ,½F]**

Åžg—p,µ,½A•W€,F^ÈŠO,ì%œe,ìF,Å,·BfNfŠfbfN,µ,ÄA“~,¶F,ðÄ“xŽg,±,Æ,ª,Å,«,Ü,·B

**[3-D ,È,μ]**

'1'δ,μ,½fufWfFfNfg,ì 3-D Æø%oÊ,δí□œ,μ,Û,·□B

[Ž“@Ÿ'è,ìF]

'l'đ,μ,½ 3-D CEø%oÊ,đACE»Ÿ,ì"zF,ÅŽw'è,³,è,Ä,ç,é%oe,ìF,É•ïX,μ,Ü,·B%oe,ìF,đŠm"F,·,é,É,íA,±  
,lfj...[.lŠeF,đfjCf"fg,μ,Äà-¾,đ•Žl,μ,Ü,·B

["zF]

'l'δ,μ,½fufWfFfNfg,É'Ý'è,·,é 3-D ,ìF,đNfŠfbfN,μ,Ü,·B

**[•W€,ìF]**

3-D ,ìF,đfNfŠfbfN,μ,Ü,·□B,Ü,½,í□A[,»,'¼,ìF] ,đfNfŠfbfN,μ,Ä•Ê,ìF,đ'ì'đ,μ,Ü,·□B



**[Åžg—p,μ,½F]**

Åžg—p,μ,½A•W€ ,F^ÈŠO,ì 3-D ,F,Å,·BfNfŠfN,μ,ÄA“ ,F,ðÄ“xŽg,±,Æ,ª,Å,«,Ü,·B

**[ĀĀĀĀ,ĪŹ<“\_]**

'l'đ,μ,½ 3-D ,lfufwfFfNfg,É'Ī,·,éĀĀĀĀ,Ī•ûĀü,đfNfŠfbfN,μ,Û,·ĀĀĀĀĀĀ,Īf{f^f",đfJfCf"fg,μĀA†  
%o>,É, ,é—š•ù'Ī,É'Ī,·,éĀĀ,Ī, ,½,è•û,đĀĀ,ĀĀĀĀĀĀ-¾ĀĀ%ĀĒ,đŠm"F,μ,Û,·ĀĀ

**[F, È, μ]**

'I' δ, μ, ½ — v' f, ì F, ì Ý' è, δ í œ, μ, Û, · B

**[Ž“@Ÿ'è,ìF]**

'l'đ,μ,½fufWfFfNfg,ì—v'f,đACE»Ÿ,ì"zF,ÅŽw'è,<sup>3</sup>,è,Ä,ç,éF,É•ïX,μ,Ü,·BfufWfFfNfg,ì—v'f,ÉŽg—  
p,<sup>3</sup>,è,éF,đŠm" F,·,é,É,íA,±,ìfjf...[,ìSeF,đfCf"fg,μ,Äà-¾,đ•\Ž!,μ,Ü,·B

**["z□F]**

'l'δ,μ,½fufWfFfNfg,É□Ý'è,·,é□F,ðfNfŠfbfN,μ,Ü,·□B"z□F,É,È,ç□F,ðŽg—p,·,é,É,Í□A[.»,ì'¼,ì□F]  
,ðfNfŠfbfN,μ,Ü,·□B

[•W□€,ì□F]

Žg—p,·,é□F,đfNfŠfbfN,μ,Ü,·□B,Ü,½,í□A[,»,ì'¼,ì□F] ,đfNfŠfbfN,μ,Ä•Ê,ì□F,đ'ì'đ,μ,Ü,·□B

**[Åžg—p,µ,½F]**

Åžg—p,µ,½A•W€,ìF^ÈŠO,ìF,Å,·BfNfŠfbfN,µ,ÄA“~,¶F,ðÄ“xŽg,±,±,Æ,ª,Å,«,Ü,·B





**[~ó,ìTfCfY]**

'I'ð,µ,½ü,ì~ó,ìTfCfY,ðfNfŠfbfN,µ,Ü,·B

[Ž“\_]

3-D CEø%Ê,î•ûCEü,đfNfŠfbfN,μ,Û,·□B3-D CEø%Ê,đ□}CE` ,ì□^CEã,ë,É□Ý'è,·,é□è□‡,Í□A't  
%o>,ìf{f^f“,đfNfŠfbfN,μ,Ä,,¾,¾,¾□B

["h,è,Â,Ô,μ,lfOf%ff[fVf#f"]

'l'δ,μ,½fufWfFfNfg,É'Ý'è,·,é"h,è,Â,Ô,μ,lfOf%ff[fVf#f"],ìF,ðNfŠfbfN,μ,Ü,·B

[‘OCEi□F,ìfpf^□[f“]

fpf^□[f“,ì‘OCEi□F,ðfNfŠfbfN,μ,Ü,·□B

["wCEi□F,lfpf^□[f"]

fpf^□[f",l"wCEi□F,dfNfŠfbfN,μ,Ü,·□B

[fRfifNf^,ìfXf^fCf<]

Žw'è,·,éfRfifNf^,ìŽí—p,đfNfŠfbfN,μ,Ü,·□B

["ü,lfpf^["f"]

'l'δ,μ,½ü,ÉŽg—p,Å,«,éfpf^["f",î^ê—,δŠj,«,Ü,·B

[ ]}, ì•ÒW]

[ ]}, ð•ÒW, , éfAfvfšfP[fVf#f", ð<N" @, μA'1'ð, μ, ½}, ð•ÒW, Å, «, é, æ, æ, É, μ, Ü, ·B



[ ]},đŠJ,.]

[ ]},đ•ÒW,·,éAfvfšfP[fVf#f“,Å'!‘đ,μ,½[ ]},đŠJ,«A•ÒW,Å,«,é,æ,ɣ,É,μ,Ü,·B


[fufWfFfNfg,ì•ÒW]


'l'đ,μ,½fufWfFfNfg,ìì-CE³fAfvfŠfP[fVf+f",đ<N"®,μAfufWfFfNfg,đ•ÒW,Å,«,é,æ,ɣ,É,μ,Ü,·B


[fufWfFfNfg,đŠ,]

□□-Ē³fAfvfŠfP□[fVf#f“,Å'!đ,μ,½fufWfFfNfg,đŠ],«□AfufWfFfNfg,đ•Ò□W,Å,«,é,æ,ɣ,É,μ,Ü,·□B


## [fy][fW'P^Ê,ÅfWfff"fv]

□, '¼fXfNf□□[f< fo□[, ì  ('O, Ö) ,Ü, ½, Í


 (ŽŸ, Ö) ,ðfNfŠfbfN, μ, ½, Æ, «, É□A□ì<Æ't, ìftf@fCf<, ì'O, ìfy□[fW, Ü, ½, ÍŽŸ, ìfy□[fW, ð•\Ž, μ, Ü, ·□B•Ê, ìfAfCfef€ , ÅfWfff"fv, ;, é□é□#, ì□A

 (fWfff"fv□æ, ì'ì'ð) ,ðfNfŠfbfN, μ□ÅfWfff"fv•û-@, Æ, μ, ÄŽw'è, ·, éfAfCfef€, ðfNfŠfbfN, μ, Ü, ·□B


## [fzfNfVf#f" "P^Ê,ÅfWfff"fv]


□, '¼fXfNf□□[f< fo□[, ì  ('O, Ö) ,Ü, ½, Í


 (ŽŸ, Ö) , ðfNfŠfbfN, μ, ½, Æ, «, É□A□ì<Æ't, ìftf@fCf<, ì'O, ìfzfNfVf#f" ,Ü, ½, ÍŽŸ, ìfzfNfVf#f" , ð•\ Žì, μ, Ü, ·□B•Ê, ìfAfCfef€ , ÅfWfff"fv, ·, é□é□#, í□A

 (fWfff"fv□æ, ì'ì'ð) , ðfNfŠfbfN, μ□AfWfff"fv•û-@, Æ, μ, ÄŽw'è, ·, éfAfCfef€, ðfNfŠfbfN, μ, Ü, ·□B


## [fRf"fg'P^Ê,ÅfWfff"fv]

□, '¼fXfNf□□[f< fo□[, ì  ('O, Ö) ,Ü, ½, Í


 (ŽŸ, Ö) , ðfNfŠfbfN, μ, ½, Æ, «, É□A□ì<Æ't, ìftf@fCf<, ì'O, ìfRf"fg, Ü, ½, ÍŽŸ, ìfRf"fg, ð•\ Žì, μ, Ü, ·□B•Ê, ìfAfCfef€ , ÅfWfff"fv, ·, é□é□#, í□A

 (fWfff"fv□æ, ì'ì'ð) , ðfNfŠfbfN, μ□ÅfWfff"fv•û-@, Æ, μ, ÄŽw'è, ·, éfAfCfef€ , ðfNfŠfbfN, μ, Ü, ·□B


**[<r'P^Ê,ÅfWffff"fv]**


□, '¼fXfNf□□[f< fo□[, ì  ('O, Ö) ,Ü, ½, Í


 (ŽŸ, Ö) ,ðfNfŠfbfN, μ, ½, Æ, «, É□A□ì<Æ't, ìftf@fCf<, ì'O, ì<r'□, Ü, ½, ÍŽŸ, ì<r'□, ð•Žì, μ, Ü, ·□B•Ê, ìfAfCfef€ , ÅfWffff"fv, ;, é□é□#, Ì□A

 (fWffff"fv□æ, ì'ì'ð) ,ðfNfŠfbfN, μ□ÅfWffff"fv•û-@, Æ, μ, ÄŽw'è, ·, éfAfCfef€, ðfNfŠfbfN, μ, Ü, ·□B

**[•¶--<r'□'P^Ê,ÅfWffff"fv]**


□, '¼fXfNf□□[f< fo□[, ì  ('O, Ö) , Ü, ½, Í


 (ŽŸ, Ö) , ðfNfŠfbfN, μ, ½, Æ, «, É□A□ì<Æ't, ìftf@fCf<, ì'O, ì•¶--<r'□, Ü, ½, ÍŽŸ, ì•¶--<r'□, ð•\ Žì, μ, Ü, ·□B•Ê, ìfAfCfef€ , ÅfWffff"fv, ·, é□é□‡, Í□A


 (fWffff"fv□æ, ì'l'ð) , ðfNfŠfbfN, μ□AfWffff"fv•û-@, Æ, μ, ÄŽw'è, ·, éfAfCfef€ , ðfNfŠfbfN, μ, Ü, ·□B




## [ftfB[f<fh'P^Ê,ÅfWfff"fv]


□, '¼fXfNf□□[f< fo□[, ì  ('O, Ö) ,Ü, ½, Í


 (ŽŸ, Ö) , ðfNfŠfbfN, μ, ½, Æ, «, É□A□ì<Æ't, ìftf@fCf<, ì'O, ìftfB□[f<fh, Ü, ½, ÍŽŸ, ìftfB□[f<fh, ð•\ Žì, μ, Ü, ·□B•Ê, ìfAfCfef€ , ÅfWfff"fv, ·, é□é□‡, í□A

 (fWfff"fv□æ, ì'ì'ð) , ðfNfŠfbfN, μ□AfWfff"fv•û-@, Æ, μ, ÄŽw'è, ·, éfAfCfef€, ðfNfŠfbfN, μ, Ü, ·□B


**[•\P^Ê,ÅfWfff“fv]**


□,¼fXfNf□□[f< fo□[,ì  ('O,Ö) ,Ü,½,Í


 (ŽŸ,Ö) ,ðfNfŠfbfN,μ,½,Æ,«,É□A□ì<Æ't,ìftf@fCf<,ì'O,ì•\,Ü,½,ÍŽŸ,ì•\,ð•\Ž,μ,Ü,·□B•Ê,ìfAfCfe€ ,ÅfWfff“fv,; ,é□é□#,í□A

 (fWfff“fv□æ,ì'ì'ð) ,ðfNfŠfbfN,μ□AfWfff“fv•û-@,Æ,μ,ÄŽw'è,· ,éfAfCfe€ ,ðfNfŠfbfN,μ,Ü,·□B


**[fOf%oftfBfbfNfX'P^Ê,ÅfWfff"fv]**

□, '¼fXfNf□□[f< fo□[, ì  ('O, Ö) ,Ü, ½, Í


 (ŽŸ, Ö) , ðfNfŠfbfN, μ, ½, Æ, «, É□A□ì<Æ't, ìftf@fCf<, ì'O, ìfOf%oftfBfbfNfX, Ü, ½, ÍŽŸ, ìfOf%oftfBfbfNfX, ð•\ Žì, μ, Ü, ·□B•Ê, ìfAfCfef€ , ÅfWfff"fv, ·, é□é□‡, í□A

 (fWfff"fv□æ, ì'l'ð) , ðfNfŠfbfN, μ□AfWfff"fv•û-@, Æ, μ, ÄŽw'è, ·, éfAfCfef€ , ðfNfŠfbfN, μ, Ü, ·□B


**[•Ò□W%óÓŠ'P^Ê,ÅfWffff"fv]**


□, '¼fXfNf□□[f< fo□[, ì  ('O, Ö) ,Ü, ½, Í


 (ŽŸ, Ö) , ðfNfŠfbfN, μ, ½, Æ, «, É□A□ì<Æ't, ìftf@fCf<, ì'O, ì•Ò□WfAfCfef€ , Ü, ½, ÍŽŸ, ì•Ò□WfAfCfef€ , ð•\ Žì, μ, Ü, •□B•Ê, ìfAfCfef€, ÅfWffff"fv, , é□é□†, í□A

 (fWffff"fv□æ, ì'ì'ð) , ðfNfŠfbfN, μ□AfWffff"fv•û-@, Æ, μ, ÄŽw'è, , éfAfCfef€, ðfNfŠfbfN, μ, Ü, •□B

**[Ĉ©□o,μ'P^Ê,ĀfWffff"fv]**

□,¼fXfNf□□[f< fo□[,ì  ('O,Ö) ,Ü,½,Í

 (ŽŸ,Ö) ,đfNfŠfbfN,μ,½,Æ,«,É□A□ì<Æ't,ìftf@fCf<,ì'O,ìĈ©□o,μ,Ü,½,ÍŽŸ,ìĈ©□o,μ,đ•\ Žì,μ,Ü,·□B•Ê,ìfAfCfef€ĀfWffff"fv,·,é□é□‡,í□A

 (fWffff"fv□æ,ì'đ) ,đfNfŠfbfN,μ□AfWffff"fv•û-@,Æ,μ,ÄŽw'è,·,éfAfCfef€đfNfŠfbfN,μ,Ü,·□B

[fy[fW"Ôt]

fy[fW"Ôt,đ' } "ü,μ,Û,·Bfy[fW,đ'Ç%Á,μ,½,èíœ,·,é,ÆAfy[fW"Ôt,ÍŽ©"®"l,ÉXV,<sup>3</sup>,ê,Û,·B

[fzfNfVf#f""Ôt]

fzfNfVf#f",l"Ôt,Å,·B

[fZfNfVf#f"-¼]

fZfNfVf#f",i-¼'O,Å,·□B



**[fofCf“f\_[][-¼]**

fofCf“f\_[][,]-¼'O,Å,·[]B

["fzfNfVf#f""]

fofCf"f\_["à,lfzfNfVf#f",l'["",Å,·B

**[Office fAfvXf^f“fg]**

□̀<Æ,ð⊕ø—!“l,É□i,β,é,½,β,̀f`qf“fg,âf`f“f%ofCf“ fwf<fv,ð—p^Ó,μ,Ä,ϕ,Ü,·□B

[fofCf“f\_[] flfvfVf#f“]

□`<Æ't,lf ofCf“f\_[][,“æ,Ñ,·,x,Ä,lf ofCf“f\_[][,lf fvfvf#f“,đŽw'è,μ,Ü,·□B

**<your string here>**

[fm[][fcftf[] []] fo[],iŠefAfNfVf#f“,i•¶Žš—ñ,ðŒJ,e•Ô,µ,Û,·[]B

[ŽŸ,İfzNfvf#f“]

fofCf“f\_□[,İŽŸ,İfzNfvf#f“,É^Ú“®,μ,Ü,·□B

[‘O,ìfzfNfVf+f“]

f of Cf“f\_□[,ì‘O,ìfzfNfVf+f“,É^Ú“®,μ,Ü,·□B

## [Žw'è]

[Žw'è] ,đfNfšfbfN,μ□AŽw'è,·,é%œ□s,«,ì',³,đ"ü—í,μ,Ü,·□BŠù'è,ì'P^Ê,Íf|fCf"fg,Å,·,ª□A,½,Æ,!,î□u2  
cm□v,ì,æ,α,É□AfZf"f`f□□[fgf<,ì'P^Ê,đŽg,Á,Ä,àŽw'è,·,é,±,Æ,ª,Å,«,Ü,·□B



**[ü•,žw'è]**

'δ,μ,½ü,ÉÝ'è,·,é•,δ"ü—í,μ,Ü,·B

[V, μ, cfEfBf“fhfE, ĀŠJ, ]

fnfCfp [fŠf“fN, ižQÆæ, ðhfLf...f“fg, ðAV, μ, cfEfBf“fhfE, ĒŠJ, «, Ü, ·B

[fnfCfp][fŠf“fN,lfRfs[]]

'l'đ,μ,½fnfCfp][fŠf“fN,đfNfŠfbvf{[]fh,ÉfRfs[],μ,Ü,·[]B

**[fnfCfp][fŠf“fN]**

□V,μ,¢fnfCfp□[fŠf“fN,đ’}“ü,μ,½,è□A‘1’đ,μ,½fnfCfp□[fŠf“fN,đ•Ò□W,μ,½,è,μ,Ü,·□B

**[fnfCfp][fŠf“fN] ([•Ò[W] - [fNfŠfA] fTfuf][fjf...[L)**

Excel ,Å,Í[AfefLfxfg,âfOf%oftfBfbfNfx,ðíœ,¹,,É[AfnfCfp][fŠf“fN,ìŽQÆæ,ðíœ,µ,Û,·B

[fnfCfp][fŠf“fN,ì‘I’ð]

fnfCfp][fŠf“fN,ð‘I’ð,μ,ÄAfRfs][,μ,½,è‘Ž®,ð‘Ý’è,Å,«,Ü,·B

[fnfCfp][fŠf“fN f\_fCfAf]fO f{fbfNfX,đŠJ,]

[fnfCfp][fŠf“fN] f\_fCfAf]fO f{fbfNfX,đ•\Ž!,μ,Ü,·]B

[ŽŸ,lfzNfvf+f“]

ŽŸ,lfzNfvf+f“,đ•Žl,μ,Ü,·□B



**[‘O, ðZfNfVf#‘]**

‘O, ðZfNfVf#‘, ð•Ž!, μ, Ü, ·B

【ü, ï •】

'l'δ,μ,½ü,É'Ý'è,·,é•,đfNfŠfbfN,μ,Ü,·B

[^óü"íí,É'Ç%Á]

CE»ÿ,ì'ð"íí,ð^óü"íí,É'Ç%Á,μ,Û,·B

[^óü"íí,ìNfŠfA]

□<Æ't,ìf□□[fNfV□[fg,ì^óü"íí,ð□í□œ,μ,Û,·□B

[,·,×,Ä,ì%üfy[]fW,ð%øð[]œ]

f[]fNfV[]fg,©,ç“ÆŽ©,É[]Ý’è,μ,½,·,×,Ä,ì%üfy[]fW,ð%øð[]œ,μAZ©“@%üfy[]fW,ð[]Ý’è,μ’¼,μ,Ü,·[]B

[^óü"íí, ©, çœŠO]

œ»Ý'δ, μ, ½fZf<, Ü, ½, ÍfZf<"íí, É], Á, ÄA'í'δ"íí, δ^óü"íí, ©, çœŠO, μ, Ü, ·B

**[%üfy[fW,ì%ðœ]**

fAfNfefBfu fZf<,ÉÝ'è,³,ê,Ä,ç,é%üfy[fW,ð%ðœ,μ,Ü,·B

[%üfy[fW,ì}'“ü]

fAfNfefBfu fZf<,É%üfy[fW,ð}'“ü,μ,Ü,·B



**[fRf“fg]**

f□[f∫<,ì^Ê'u,ÉfRf“fg,ð'}“ü,μ,Ü,·□B

**[‘O,ìfRf“fg]**

□<Æ’t,ìftf@fCf<“à,ì‘O,ìfRf“fg,É^Ú”®,μ,Û,·□B

[ŽŸ,İfRf“fg]

İ<Æ't,İftf@fCf<"à,İŽŸ,İfRf“fg,É^Ú" ©,μ,Ü,·B

[fRf"fg,ìíœ]

'l'ð,μ,½fRf"fg,ðftf@fCf<,©,çíœ,μ,Û,·B

**[fRf“fg,ì•\Ž!/"ñ•\Ž!]**

Word ,Å,Í□A'!δ,μ,½fRf□f“fg,ðfRf□f“fg fEfBf“fhfE~g,É•\Ž!,μ,Ü,·□B

PowerPoint ,Å,Í□AfvfCEf[f“fe□[fVf#f“,É’}“ü,μ,½fRf□f“fg,ð•\Ž!,Ü,½,Í”ñ•\Ž!,É,μ,Ü,·□B

Excel ,Å,Í□AfAfNfefBfu fZf<,ìfRf□f“fg,ð•\Ž!,μ,½,è”ñ•\Ž!,É,μ,Ü,·□B

**[fRf“fg] ([•\Ž:] fffj...[])**

fhfLj...f“fg,lfRf“fg,ì•\Ž!,ìfj“ ,Æfift,ðØ,è’Ö,!,Ü,·B

Word ,Å,íA,·,x,Ä,ìZ%{ŽÒ,è’Ç%Á,μ,½,·,x,Ä,lfRf“fg,ðAfRf“fg fEfBf“fhfE~g,É•\Ž!,μ,Ü,·B

[fRf“fg,đ•\Ži,μ,È,¢]

'l'đ,μ,½fRf“fg,đ”ñ•\Ži,É,μ□AfRf“fg fEfBf“fhfE~g,É•\Ži,³,ê,È,¢,æ,α,É,μ,Ü,·□B

[,.,×,Ä,lfRf"fg,ð•\Ž!,μ,È,¢]

□\<Æ't,ì•¶□',ì,.,×,Ä,lfRf"fg,ð"ñ•\Ž!,É,μ□AfRf"fg fEfBf"fhfE~g,É•\Ž!,<sup>3</sup>,è,È,¢,æ,α,É,μ,Ü,·□B



**[WCEvtfB[f<fh]**

[WCEvtfB[f<fh,ì}“ü] f\_fCfAfO f{fbfNfX,đ•\Ž!,μ,Ü,·Bfsf{fbfgfe[fuf< fCef|[fg,Ü,½,Ífsf{fbfgfOf  
%oft fCef|[fg,ÉWCEvtfB[f<fh,đ}“ü,Å,«,Ü,·B

## [WCVfAfcf€]

[WCVfAfcf€,ì}“ü] f\_fCfAf□fO f{fbfNfX,đ•\Ž!,μ,Ü,·□BCE»□Ý'!đ,μ,Ä,ç,éfsf{fbfgfe□[fuf< fCf|  
□[fg,Ü,½,Ífsf{fbfgfOf%oft fCf|□[fg,ÌftfB□[f<fh,É□WCVfAfcf€,đ}“ü,Å,«,Ü,·□B

[<ó'' ,ì'}"ü]

fsf{fbfgfe[]fuf< fCef|[]fg,É<ó'' ,ìftfB[]f<fh,ð'}"ü,μ,Û,·[]B

[fR[fh,ì•\Ž!]

Visual Basic Editor ,đ•\Ž! ,μ,Ü,·BVisual Basic ,!fRf}f“fh,đ<L[q,·,é,±,Æ,²,Å,«,Ü,·B

**[fe][fuf<'S'ì]**

fy[fW ftjB[f<fh,đŠÜ,ß,Ä[Afsf{fbfgfe[fuf< fEf][fg'S'ì,đ'l'đ,μ,Ü,·B

**[—š—đ,É<L~^] ([fc□[f<] f□fjf...□l]**

'l'đ,μ,½fAfCfef€,,ì□V,μ,ç—š—đ□€-Ú,đ□ì□¬,μ,Û,·□B

[fAfCfef€‚đ•\Ž|,μ,È,¢]

fsf{fbfgfe□[fuf< fCef|□[fg,ì'đ,μ,½fAfCfef€‚đ"ň•\Ž|,É,μ,Û,·□B,½,¾,μ□A□,È,,Æ,à 1  
‚.Â,ìftfB□[f<fh,³fsf{fbfgfe□[fuf< fCef|□[fg,É•\Ž|,³,è,Ä,¢,é•K—v,ª, ,è,Û,·□B

[fAfCfef€,ì•\Ž!]

'l'đ,μ,½fsf{fbfgfe□[fuf< ftfB□[f<fh,ì"ñ•\Ž!,É,È,Á,Ä,ç,éfAfCfef€,đ□Ä•\Ž!,μ,Ü,·□B



## [•\,̀lflfvfVf#f“]

[fsf{fbfgfe[]fuf< flfvfVf#f“] f\_fCfAf[]fO f{fbfNfX,đ•\Ž|,μ,Ü,·[]B,±,̀lf\_fCfAf[]fO f{fbfNfX,đŽg,⊘  
,Æ[]Afsf{fbfgfe[]fuf< f[]f[]fg,Ü,½,lfsf{fbfgfOj%oft f[]f[]fg,̀[]Ž @[]Af[]fCfAf[]fEfg[]Af[]f,fŠŠÇ—  
[]A,“,æ,ŇŠO•”ff[]f^,ÉŠÖ,; ,éflfvfVf#f“ ,đ[]Ý’è,À,«,Ü,·[]B

**[fOf%oft, iŽi—p]**

-Ú“l, ðfOf%oft, iŽi—p, ðfNfŠfbfN, µ, Û, ·□B

**[Erü]**

'l'ð"í^í,É"Ý'e,.,éErü,âü,ìŽí—p,ðfNfŠfbfN,μ,Ü,·B

[Ÿ'è]

'l'đ,μ,½ f□□[fhfA□[fg flfufWfFfNfg,ì•¶Žš,ìŠÔŠu,ìŠ,,¶ž,đ"ü—í,μ,Ü,·□B1 □` 499 ,ì□"l,đ"ü—í,Å,«,Ü,·□B

**[fOf%oft flfufWfFfNfg]**

•ïX,·,éjOf%oft—v'f,ðfNfŠfbfN,μ,Ü,·B

**[zŠĂŹQÆ,lfjgCE[fX]**

zŠĂŹQÆ,ÉŠÖCEW,μ,½fZf<,î^ê—,đ•\Ž!,μ,Ü,·B•K—v,É%ž,¶,ÄfZf<,ì"Ž®,đC³,μA zŠĂŹQÆ,đ  
%đCE^,·,é,±,Æ,ª,Å,«,Ü,·B[zŠĂŹQÆ] fC[f<fo[.íA zŠĂŹQÆ,ª"¶,μ,½,Æ,«,ÉŽ©“®“l,É\  
Ž!,ª,ê,Ü,·B

**[üfc[f<]**

Å&Žg—p,μ,½üfc[f<,đ•Ž!,μ,Ü,·BfNfŠfbfN,μ,Ä•K—v,Èü,đ,·,î,â,Žg—p,Å,<,Ü,·B

**[f] [fgfVfFfCfv fc [f<]**

Å<Šg—p,μ,½f [fgfVfFfCfv fc [f<,đ•\Ž!,μ,Ü,·BfNfŠfbfN,μ,Ä•K—v,Èf [fgfVfFfCfv,đ,·,î,â,Žg—  
p,Ä,«,Ü,·B



[F, ì ñ ~]

'l' ð, µ, ½ f Af Cf ef € , É 'Ý' è , , é F , ð f N f Š f b f N , µ , Ü , · B

[fTfu•¶' ,ì“WŠJ/Ü,è,½,½,Ý]

¶<Æ't, ìfOf<¶[fv•¶' ,ìfTfu•¶' ,ð“WŠJ,Ü,½,ÍÜ,è,½,½,Ý,Ü,·B

[fhf%bfO,·,é,Æfjjf...[,ðØ,è—£,¹,Ü,·]

,±,ì...·½,Èfo[,ðfhf%bfO,·,é,ÆA,±,ìfjjf...[,ðftš[ fc[f<fo[,É,·,é,±,Æ,²,Å,«,Ü,·B

## [fofuf< f`ff[]fg]

fAfNfefBfu fOf%oft[]A,Ü,½,í'í'đ,μ,½-,,ß[]ž,ÝfOf%oft,ìšù'¶,ì[]'Ž@,đ,·,×,ÄfNfŠfA,μ[]Afofuf<  
f`ff[]fg,ì[]'Ž@,đ[]Ý'è,μ,Ü,·[]Bf[][]fNfV[]fg,ìff[]f^"í'í,đ'í'đ,μ,½[]é[]#,í[]Afofuf< f`ff[]fg,ª-,,ß[]ž,ÝfOf  
%oft,Æ,μ,Ä[]i[]-,³,ê,Ú,·[]B

**[3-D %~'fOf%ft]**

fAfNfefBfu fOf%ft A,Ü,½,í'ð,μ,½-,,ßž,ÝfOf%ft,ìšù'¶,ì'Ž@,ð,·,×,ÄfNfŠfA,μ A3-D %~'fOf  
%ft,ì'Ž@,ð'è,μ,Ü,·Bf[fNfv[fq,ìff[f^"í'í,ð'ð,μ,½è¶,í A3-D %~'fOf%ft,²-,,ßž,ÝfOf  
%ft,Æ,μ,Äi-³,ê,Ü,·B

**[3-D fsf%of~fbfh fOf%oft]**

fAfNfefBfu fOf%oft A,Ü,½,í'ð,μ,½-,,ßž,ÝfOf%oft,ìšù'¶,ì'Ž@,ð,·,×,ÄfNfŠfA,μ A3-D fsf%of~fbfh fOf  
%oft,ì'Ž@,ð'ý'è,μ,Ü,·Bf[fNfv[fq,ìff[f^"í'í,ð'í'ð,μ,½è# ,í A3-D fsf%of~fbfh fOf%oft,è-  
,,ßž,ÝfOf%oft,Æ,μ,Äì-³,è,Ü,·B

**[3-D %o~□□fOf%oft]**

fAfNfefBfu fOf%oft□A,Ü,½,í'í'ð,μ,½-,,ß□ž,ÝfOf%oft,ìšù'¶,ì'Ž@,ð,·,×,ÄfNfŠfA,μ□A3-D %o~□□fOf  
%oft,ì'Ž@,ð'ý'è,μ,Ü,·□Bf□□[fNfV□[fg,ìff□[f^"í'í,ð'í'ð,μ,½□è□#,í□A3-D %o~□□fOf%oft,ª-,,ß□ž,ÝfOf  
%oft,Æ,μ,Ä□i□¬,³,ê,Ü,·□B

**[‘o•ûĈü-î^ó]**

□ì<Æ’t,lfEjBf“fhfE,É’o•ûĈü-î^ó,đ•`«,Ü,·□BŽn“\_©,ç 15 “x,ì” {□”,ì•ûĈü,É□ü,đ^ø,,É,í□A**Shift** fL□[,đ  
%oÿ,μ,È,ª,çhf%ofbfO,μ,Ü,·□B



[,±,±,Ö^Ú“®]

fhf%°fbfO,μ,Ä,t,é€-Ú,δ€»ÿ,ìjfcf“f^,ì^Ê‘u,Ö^Ú“®,μ,Ü,·B

[,±,±,ÉfRfs[]]

fhf%oofbfO,μ,Ä,ç,é€-Ú,ìfRfs[],ðŒ»Ý,ìfjCf“f^,ì^Ê'u,É' }“ü,μ,Ü,·B

## [ 'É%ŸfXf^fCf< ]

'l'ð,µ,½fZf<,É'É%ŸfXf^fCf<,ðŸ'è,µ,Û,·BWindows fRf"fgf[f< fpflf<,l [ 'n^æ,lvf[fpfefB] f\_fCfAfffO  
f{fbfNfX,Å'l'ð,³,è,Ä,ç,é',É,æ,Á,Ä[A[ 'É%ŸfXf^fCf< ] f{f^f",ðfNfŠfbfN,µ,½,Æ,«,ÉŸ'è,³,è,é'É  
%Ÿ'Ž®,ª•i,i,è,Û,·B

**[ŠŌŠu, ðíœ] ([fCfCfAfEfg] - [ã%º, ÌŠŌŠu] fTfufffj... [l])**

'l' ð, µ, ½ • ; i", ÌfRf"fgf [f<, ºã%º, É'¼ÚÚÚ, ·, é, æ, x, ÉAfRf"fgf [f<ŠŌ, ÌŠŌŠu, ðíœ, µ, Ü, ·B

**[ŠŌŠu,đ□L,,.é] ([fĈfCfAfEfg] - [□ã%°°,ìŠŌŠu] fTfuf□fjf...□l)**

'l'đ,μ,½•;□",ìfRf"fgf□□[f·ŠŌ,ìfOfŠfbfh□ü,ìŠŌŠu,đ□L,°,Ü,·□B

[ŠŌŠu,đ<.,,.,é] ([fĈfCfAfEfg] - [ã%º,ìŠŌŠu] fTfufƒjf...[l])

'l'đ,μ,½•;i",lfRf"fgf[f<ŠŌ,lfOfŠfbfhü,ìŠŌŠu,đ<.,ß,Û,·B

[•] ([fCfCfAfEfg] - [“~,1fTfCfY,É‘μ,!,é] fTfuf fjjf...[L)

‘l’δ,μ,½•;i”,ìfRf“fgf□□[f<,ì)•δ□A‘l’δ,μ,½□æ“²,ìfRf“fgf□□[f<•□,É□‡,í,¹,Ä•ï□X,μ,Ü,·□B

[,³] ([fCfCfAfEfg] - [“~,ñfTfCfY,É‘μ,!,é] fTfuf□fjf...□[)

‘!‘δ,μ,½•;□”,ìfRf“fgf□□[f<,ì□,,³,δ□A‘!‘δ,μ,½□æ“²,ìfRf“fgf□□[f<,ì□,,³,É□#,í,¹,Ä•ï□X,μ,Ü,·□B



**[—¼•ûĒü] ([fĒfCfAfEfg] - [“̄,ŀfTfCfY,É‘μ,!,é] fTfuf□fjf...□[)**

‘l’đ,μ,½•;□”,ŀfRf“fgf□□[f<,ŀfTfCfY,đ□A‘l’đ,μ,½□æ“²,ŀfRf“fgf□□[f<,ŀ•□,“̄,æ,Ñ□,,³,É□#,í,¹,Ä•ĭ□X,μ,Ü,·□B

**[ŠŌŠu, ðíœ] ([fCfAfEfg] - [ŋ%E, ŠŌŠu] fTfufjff...)**

'l'ð, μ, ½ • i", ðfRf"fgf[f<, ŋ%E, É'¼ÚÚ, ., é, æ, x, ÉAfRf"fgf[f<ŠŌ, ŠŌŠu, ðíœ, μ, Ü, ·B

**[ŠŮŠu,đ□L,,.é] ([fĈfCfAfEfg] - [□1%oE,ìŠŮŠu] fTfuf□fjf...□l)**

'l'đ,μ,½•;□",ìfRf"fgf□□[f·ŠŮ,ìfOfŠfbfh□ü,ìŠŮŠu,đ□L,°,Ü,·□B

[ŠÔŠu,đ<.,,.,é] ([fĈfCfAfEfg] - [□1%ooE,ìŠÔŠu] fTfuf□ffj...□[)

'l'đ,μ,½• i□",ìfRf"fgf□□[f<ŠÔ,ìfOfŠfbfh□ü,ìŠÔŠu,đ<.,ß,Û,·□B

[ä%] ([fCfCfAfEfg] - [ftfH[f€,ì'+'>,É"z'u] fTfuf[fjf...])

'l'ö,µ,½fRf"fgf[f<,öftfH[f€,ìä',©,ç%'[,İŒ,ì'+'>,É"z'u,µ,Û,·B

[□¶%E] ([fCfCfAfEfg] - [ftfH□[f€,ì'†%>,É"z'u] fTfuf□fjf...□])

'l'đ,μ,½fRf"fgf□□[f<,đftfH□[f€,ì%E',©,ç□¶'[,ìŠÔ,ì'†%>,É"z'u,μ,Û,·□B

[%E] ([fCfAfEfg] - [®-ñ] fTufufjf...[L])

fRf“fgf[f<,øftfH[f€,ì%E’[,É’μ,ι,Ü,·B

[%º] ([fCfAfEfg] - [®—ñ] fTufffj...[l])

fRf“fgf[f<,øftfH[f€,ì%º’[,É‘μ,!,Ü,·B



**[Tõ]**

'l'ð,µ,½ftfHf<f\_,ðŠJ,ç,ÄA"à—e,ð•\Ž!,µ,Ü,·B

[ftfHf<f\_,đŠ].]

'l'đ,μ,½ftfHf<f\_,đŠ),«,Ü,·□B

[ftfHf<f\_-¼,i•i□X]

ftfHf<f\_,i-¼'O,δ•i□X,μ,Ü,·□B

["h,è,Â,Ô,μ,ìF]

'l'δ,μ,½fufWfFfNfg,ì"h,è,Â,Ô,μF,â"h,è,Â,Ô,μEø%Ê,δ'Ç

%ÁA•ïXQA,Ü,½,ííœ,μ,Ü,·B"h,è,Â,Ô,μEø%Ê,É,íAfOf

%off[fVf#f"AfefNfXf`ffAfpf^f["A,¨,æ,Ñ},đŽg,A,½"h,è,Â,Ô,μ,<sup>a</sup>,è,Ü,·B

[ü, F]

'l'δ,μ,½fufWfFfNfg,ü,ü,F,δ'Ç%ÁA•ïXA,Ü,½,ííœ,μ,Ü,·B

**[%e,ìF]**

'l'δ,μ,½fufWfFfNfg,ì%e,ìF,δ•ïX,μ,Ü,·B

**[3-D ,]F]**

'l'đ,μ,½fufWfFfNfg,ì 3-D Ćø%oÊ,ÉŽg—p,·,éF,đfNfŠfbfN,μ,Û,·B

**[Visual Basic Editor]**

Visual Basic Editor ,đŠj,«,Ü,·□BVisual Basic ,đŽg,Á,Äf}fNf□,đ□ì□¬,Á,«,Ü,·□B



[ ]}, ðfĈfCfAfEfġ~g, Å^í, Þ]

'l'ð, µ, ½[ ]}, ðfĈfCfAfEfġ~g, l't, É"z'u, µ, Ü, ·[ ]B

**[f][fhfA][fg fMfff%ofŠ[]]**

[f][fhfA][fg fMfff%ofŠ[]] f\_fCfAfO f{fbfNfX,đŠ},«,Ü,·B'ı'đ,μ,½ f[fhfA][fg  
flfufWfFfNfg,lfXf^fCf<,đ•ïX,Å,«,Ü,·B

[,Ó,è,à,È,ð•\Ž!]

,Ó,è,à,È,ì•\Ž!/"ñ•\Ž!,ð∅,è'Ö,!,Ü,·∅B

[,Ó,è,à,È] ([']“ü] f[]ffj...[][])

Šù'¶,ì,Ó,è,à,È,ð•Ò[]W,μ,½,è[]A[]V,μ,ç,Ó,è,à,È,ð'}“ü,μ,½,è,μ,Û,·[]B

[fvf]pfefB]

,Ó,è,ª,È,ì'Ž®'é,â^Ê'u,ðC³,μ,Û,·B

**[f]v[f]p[f]efB] ([f]t[f]H[f]€] f[c][f]fo[[])**

ftfH[f]€ ftfB[f]fh,lfvf[f]p[f]efB,đ•Ž|,μ,Ü,·B



["wCEi]A[fm][fg,ì"wCEi]A["z•tŽ'—¿,ì"wCEi]

"wCEi,ìF□AfefNfXf`ff□Afpf^□f"□A,Ü,½,ÍCf□□fW,δ□Ý'è,μ,Ü,·□B



[V,μ,cfbfZ[fW] (lftf@fCf<] fffj...[])

“dŽqf[f<fbfZ[fW,ð̀̀-μ,Û,·B

[V,μ,cf] (ftf@fCf<] fffj...]

V,μ,cf,,ðì¬,μ,Ü,·B

【●—Í】

Microsoft Publisher ,Åftf@fCf<,đŠJ,«,Ü,·□B

**[—v-ñ, ìòò-] ([fc [f<] fffj...])**

ò<Æ't, ì•¶, ì—v“\_đŽ©“@“l, É, Ü, Æ, ß, Ü, ·B [—v-ñ, ìòò-] fRf}f“fh, đŽg, x, ÆA—v-ñ, â”²^, đÆø—  
l“l, Éòò-, Å, <, Ü, ·B

**[•ŋ□',] <κ—L] ([fc□[f<] f□fj f...□□]**

•i□", ]ft□[fU□[, "Žž, É•ŋ□', ðšj, ç, Ä•ï□X, Å, «, é, æ, x  
, É□Ý'è, μ, Û, ·□B•ŋ□', ð•Û'ŋ, μ, Ä•Â, ŋ, é, Æ□A'¼, ]ft□[fU□[, É, æ, Á, Ä•ï□X, ³, ê, ½" à—  
e, Æ□Æ□#³, ê□A□d•j, ð, Ç, ì, æ, x, É□^—□, ·, é, ©, ð'ì'ð, Å, «, Ü, ·□B

**[•À,×'Ö,;] ([CERü] fffj...)**

'l'đ,μ,½s,Ü,½,íŒXfg,ìff[f^,đA]IS fR[fh#A"'"l#A"ú•t#A,Ü,½,íCÜ\%¹#É•À,×'Ö,;,Ü,·B

[•ŋŽš—ñ,ì•À,x'Ö,;] ([Œrü] fffjf...[])

'l'đ,μ,½s,Ü,½,ífŠfXfg,ìff[f^,đA]IS fR[fh#A""l#A"ú•t#A,Ü,½,íŒÜ\%º¹#É•À,x'Ö,;Ü,·B

**[V,μ,φ"Á,ì•Ù'¶]**

•¶'ì,ì•j"ì"Á,ðA1 ,Á,ìftf@fCf<,É•Ù'¶,μ,ÄŠÇ—,μ,Ü,·B•¶'ì"Á,ð,φ,,Á,©•Ù'¶,μ,½CEã,ÁA^È'O,ì"Á,É-  
ß,Á,Ä"à—e,ðŠm"¶,μ,½,èAŠJ,φ,½,èA^óü,·,é,±,Æ,<sup>a</sup>,Á,«,Ü,·B,Ü,½ACEÄ,φ"Á,ðíœ,·,é,±  
,Æ,à,Á,«,Ü,·B



**[CE©o,μf}fbfv] ([\Ž:] f\j...)**

CE©o,μf}fbfv,ì•\Ž|,Æ"ñ•\Ž|,ð∅,è'Ö,|,Û,·BCE©o,μf}fbfv,íA•¶fEfBf"fhfE,ì¶'|[,É•\  
Ž|,³,è,é□c',ìfEfBf"fhfE~g,ÅA•¶'|,ì□¬,ìfAfEfGf%ofCf",ð•\  
Ž|,μ,Û,·BCE©o,μf}fbfv,ðŽg,Á,ÅA',ç•¶'|,âf|f"f%ofCf",ì•¶'|,ì"à—e,ð,;î,â,-  
CEŸð,μ,½,èA•¶'|"à,Å,î^Ê'u,ðŠm"F,;é,±,Æ,³,Å,«,Û,·B

[•İX,İ³ø]

'I'δ,μ,½•İX,δ"½%f,μA•İX%óŠ,ì'²•\Ž!,δ%đœ,μ,Ü,·B

[•ĭX,đĈÉ³,É-β,•]

'l'đ,μ,½•ĭX,đĈÉ³,É-β,μA•ĭX%óŠ,ì'²•\Ž!,đ%đœ,μ,Û,•B

**[Ž«'—b,İŽQÆ] ([fc[f<] fffjff...l)**

Bookshelf ,â Bookshelf Basics ,È,Ç,İfıf“f%ofCf“ŽQÆfAfvfŠfP[fVfıf““à,İî•ñ,đŒÿö,μ,Û,·B

[ 'è< ]

• ¶ ' , ð Š j , ç , ½ , Ü , Ü ¶ A Bookshelf , ì ' è < ` , ð Ç Æ Ÿ ¶ ð , µ , Ä • \ Ž | , µ , Ü , · ¶ B

[<<ŠEü,iŽí—P]

'I'đ,μ,½ü,É'Y'è,·,éü,iŽí—P,đNfŠfN,μ,Ü,·B

[•Â,ŋ,é]

—v-ñ,ì•Ž|,đ|—<sup>1</sup>,μ,ÄŒ<sup>3</sup>,ì•Ž|,É-ß,è,Ü,·B

**[ftfHf“fg]**

'l'δ,μ,½fefLjXfg,¨,æ,Ñ□''l,lfHf“fg,δ•ï□X,μ,Ü,·□B[ftfHf“fg] f{fbfNfX,Å□AftfHf“fg-¼,δ'l'δ,μ,Ü,·□B



[Ú×]

'δ,μ,½fAfhfX,ìÚ×,δ•\Ž!,μ,Ü,·B

[^C^Ó,lfR[fh]

'l'đ,μ,½fR[fh,îî•ñ,đŽæ,èž,ñ,¼fCf“•¶',đ•Žl,μ,Ü,·BfR[fh”Ôt,đ“ü—í,μ,ÄAEnter fL[,đ  
%oÿ,μ,Ü,·B

[fXf^fCf·]

'l'δ,μ,½'i—Ž,É□Ý'è,·,éfXf^fCf<,đfNfŠfbfN,μ,Ü,·□B

[fY][f€]

10 500% ,l" {—|,đŽw'è,μ,ÄA<Æ't,ìfhfLf...f"fg,ì•\Ž|,đŠg'â,Ü,½,ík¬,μ,Ü,·B

[fVfifŠfI]

fVfifŠfI,đ'Ç%ÁA•\Ž{A,Ü,½,Í•ÒW,μ,Ü,·B

[-Ô, ©, ̄]

'l'ð"í^í,É□Ý'e,.,é-Ô,©,̄,lfpf^□lf",ðfNfŠfbfN,μ,Ü,·□B

[-¼'O]

V,μ,ç-¼'O,ð"ü—Í,μ,ÄAEnter fL[,ð%oÿ,μ,Ü,·B

[fAfhfCFX]

^Ú" @æ, ì Web fAfhfCFX, ð" ü— í, ., é, ©A^ê—, ©, ç^È'O, ÉŽg—p, μ, ½fAfhfCFX, ðfNfŠbfN, μ, Ü, .B



**[f]fbfv]**

'I'δ,μ,½ff[f^"í'í,ÉŠî,Ä,ç,Äf}fbfv,ðì□¬,μ,Ü,·□B'I'δ"í'í,É,Í□'-¼,â'n-¼,ì—ªì,È,Ç,ì'n—ff□[f^,ð"ü—  
Í,μ,Ä,"·K—v,ª, ,è,Ü,·□Bf□□[fNfV□[fg,Äf}fbfv,ì^Ê'u,âfTfCfY,ðY'è, ,é,É,Í□A□\ŽšÆ^fjCf"f^,ðfhf  
%ofbfO,μ,Ü,·□B

**[%o;•ûŒü,ÉŒ<†]**

'l'ð,µ,½"~,¶s,ì—xÚ,·,éZf<,ì"à—e,ðŒ<†,µ,Ä 1 ,Â,ìZf<,É' }“ü,µ,Ü,·B

[ftfBf<f^]

Žw'è,μ,½□đĈE□,đŽg,Á,ÄfAfCfef€,đ'Š□o,μ,Ü,·□B

[‘èŠú“l,ÈfAfCfef€]

—\’è,âždž-,δ□A’èŠú“l,È—\’è,Ü,½,Íždž-,Æ,μ,Ä□Ý’è,μ,Ü,·□B

[fXfLjffi, ©, ç]

Photo Editor , ©, ç[]}, ð' }“ü, µ, Ü, ·[]B

[fXfLfffi,Ü,½,íjff□f%oo,©,ç]

fXfLfffi,Ü,½,íffWf^f< fff□f%o,ďŽg,Á,ÄfCf□□[fW,ď“Ç,Ý□ž,Ý□AŽw'è,μ,½□é□Š,É' }“ü,μ,Ü,·□B

**[fOfŠfbfhü]**

Excel ,Å,ÍA'!ð,μ,½"í^"à,ì,.,x,Ä,lfZf<,É~gü,ð"K—p,μ,Ü,·B

Word ,Å,ÍA'!ð,μ,½'i—Ž,Ü,½,lfZf<,ÉfOfŠfbfhü,ð"K—p,Ü,½,Ííœ,μ,Ü,·B





**[%o;CErü (“à‘κ) ]**

'l'δ,μ,½• i□",l'i—Ž,Ü,½,ÍfZf<,ÌŠÔ,É□A%o;CErü,đ'Ç%oÁ,Ü,½,Í□í□œ,μ,Ü,·□B“à‘κ,É'Ç%oÁ,μ,½□c,“,æ,Ñ%o;CErü,ÍfOfŠfjbfh□ü,ì,æ,κ,ÉCE©,;ü,·□B

**[cErü (“à’x)]**

‘l’δ,μ,½• i” ,l’i—Ž,Ü,½,ÍfZf<,ÌŠÔ,ÉA cErü,đ’Ç%Á,Ü,½,Ííœ,μ,Ü,·B“à’x,É’Ç%Á,μ,½c,“,æ,Ñ%  
;cErü,ÍfOfŠfbfhü,ì,æ,x,É©,;Ü,·B

**[ŽĪ,βĈrü (%E%º,ª,è)]**

'l'ð,µ,½fZf<,ì¶ã<÷,©,ç%E%º<÷,É,©, -,ÄAŽĪ,β,ìĈrü,ð'Ç%Á,Ü,½,Ííœ,µ,Ü,·B

**[ŽĪ,ŖĒrŭ (%Eā,ā,è)]**

'l'đ,μ,½fZf<,ì¶%º<+,©,ç%Eā<+,É,©, -,ÄAŽĪ,Ŗ,ìĒrŭ,đ'Ç%Á,Ü,½,Ííœ,μ,Ü,·B

**Š"‰ž` ff[]fg (Žn'I - □, 'I - ^À'I - □I'I)**

fAfNfejBfu, ÈfOf‰oft, Ü, ½, Í'í'đ, μ, ½-, ,, ß□ž, ÝfOf‰oft, ìftfH□[f}fbfg, đfNfŠfA, μ□AŽn'I□A□, 'I□A^À'I□A□I'I, đ•\ , Š"‰ž` ff[]fg, ìftfH□[f}fbfg, đ"K—p, μ, Ü, ·□Bf□□[fNfV□[fg, Åff□[f^"Í'í'đ, ³, è, Ä, ç, é□ê□#, Í□AŠ"‰ž` ff[]fg, Í-, ,, ß□ž, ÝfOf‰oft, Æ, μ, Ä□ì□¬, ³, è, Ü, ·□B

[¶, ©, ç%œE, Ö]

'i—Ž, ð•ûœü, ð¶, ©, ç%œE, Ö'è, µ, Ü, ·B

[%E, ©, ç¶¶, Ö]

'i—Ž, ð•ûœü, ð%E, ©, ç¶¶, Ö¶'è, µ, Ü, ·B

**[f`fFfbfN f{fbfNfX] (fRf“fgf□□[f< fc□[f<f{fbfNfX)**

f□□[fNfV□[fg□Af\_fCfAf□fO fV□[fg□AfOf%oft□AfhfLf...f□f“fg□A,Ü,½,ÍtfH□[f€,Éf`fFfbfN  
f{fbfNfX,ð□ì□¬,μ,Ü,·□B



**[fhf]fbjvf\_fEf" fŠXfg f{fbfNfX} (fRf"fgf[]f< fc[]f<f{fbfNfX)**

f[]fNfV[]fg[]Af\_fCfAf[]fO fV[]fg[]AfOf%°ft[]AfhfLf...f[]f"fg[]A,Ü,½,ÍtfH[]f€,Éfhf[]fbjvf\_fEf" fŠXfg  
f{fbfNfX,ð[]¬,μ,Ü,·[]B

**[fLXfg f{bfNfX] (fRf“fgf[f< fc[f<f{bfNfX)**

f[fNfV[fgAf\_cfAfO fV[fgAfOf%ftAfhfLf...f“fgA,Ü,½,ÍtfH[f€,ÉAfefLXfg,ð“ü—  
Í,·,é,½,ß,lf{bfNfX,ði¬,μ,Ü,·B

**[fRf}f“fh f{f^f“] (fRf“fgf□□[f< fc□[f<f{fbfNfX)**

f□□[fNfV□[fg□Af\_fCfAf□fO fV□[fg□AfOf%oft□AfhfLf...f□f“fg□A,Ü,½,ÍftfH□[f€,ÉfRf}f“fh  
f{f^f“,ð□i□¬,μ,Ü,·□B,±,ÿf{f^f“,É,Í□AVisual Basic ,ÿvf□fV□[fWff,ðŠ,,è“-,Ä,é,±,Æ,ª,Å,«,Ü,·□B

**[f]v[f]f“ f{f^f”] (fRf“fgf[f< fc[f<f{fbfNfX)**

f[fNfV[fgAf\_fCfAfO fV[fgAfOf%ftAfhfLf...f“fgA,Ü,½,ÍtfH[f€,Éf]v]v]f“  
f{f^f”,ði-,μ,Ü,·B

**[fŠXfg f{fbfNfX] (fRf“fgf□□[f< fc□[f<f{fbfNfX)**

f□□[fNfV□[fg□Af\_fCfAf□fO fV□[fg□AfOf%°ft□AfhfLf...f□f“fg□A,Ü,½,ÍtfH□[f€,ÉfŠXfg  
f{fbfNfX,ðì□¬,μ,Ü,·□B

**[fRf“f{ f{fbfNfX] (fRf“fgf□□[f< fc□[f<f{fbfNfX)**

f□□[fNfV□[fg□Af\_fCfAf□fO fV□[fg□AfOf%oft□AfhfLf...f□f“fg□A,Ü,½,ÍtfH□[f€  
,ÉfRf“f{ f{fbfNfX,ð□i□¬,μ,Ü,·□BfRf“f{ f{fbfNfX,Æ,Í□AfefLfXfg f{fbfNfX,Æfhf□fbfvf\_fEf“ fŠfXfg  
f{fbfNfX,ª 1 ,A,É,È,À,½,à,ì,À,·□B

**[fgfOf< f{f^f"}] (fRf"fgf□□[f< fc□[f<f{fbfNfX)**

f□□[fNfV□[fg□Af\_fCfAf□fO fV□[fg□AfOf%oft□AfhfLf...f□f"fg□A,Ü,½,ÍtfH□[f€,ÉfgfOf<

f{f^f",ð□□¬,μ,Ü,·□BfgfOf< f{f^f",ð^è

%ñfNfŠfbfN,·,é,Æ□Af{f^f",í'í'ð,³,è,½□ó'Ô,É,È,è□A□Ä"xNfŠfbfN,·,é,Æ'í'ð,ª%ð□œ,³,è,Ü,·□B

**[fXfsf" f{f^f"}] (fRf"fgf[f< fc[f<f{fbfNfX)**

f[fNfV[fgAf\_fCfAfO fV[fgAfOf%ftAfhfLf...f"fgA,Ü,½,ÍtfH[f€,ÉfXfsf"  
f{f^f",ði¬,μ,Ü,·B



**[fXfNf][f< fo[]] (fRf“fgf[f< fc[f<f{fbfNfX)**

f[fNfV[fgAf\_fCfAfO fV[fgAfOf%ftAfhfLf...f“fgA,Ü,½,ÍtfH[f€,ÉfXfNf[f<  
fo[,ðì¬,μ,Ü,·B

**[f%ofxf<] (fRf“fgf□□[f< fc□[f<f{fbfNfX)**

f□□[fNfV□[fg□Af\_fCfAf□fO fV□[fg□AfOf%oft□AfhfLf...f□f“fg□A,Ü,½,ÍtfH□[f€,Éf%ofxf<,ð□□¬,μ,Ü,·□B

["¼"§-¾,ì%oe]

'l'ð,μ,½fufWfFfNfg,ì%oe,ð"¼"§-¾,É,μ,Ü,·B

**[Ž“’²®]**

1 "Ô',çftfB[f<fh,lfefLfXfg,²,·,×,Ä•\Ž|,³,ê,é,æ,æ,É□A—ñ,ì•□,đ'²□®,μ,Û,·□B



**[Web ,ìĒŸ□ô]**

Microsoft Web fTfCfg,É□Ú'±,μ,Ü,·□B,±,ìfTfCfg,Å,Í□A'PĒê,â<â,ðŽw'è,μ,Ä Web ,ìĒŸ□ô,ð□s,ç,Ü,·□B

**[Favorites ftfHf<f\_}lfTfu ftfHf<f\_]**

Favorites ftfHf<f\_“à,}ftfHf<f\_Å,·□B

**[fV[fG (f, ©, ç%oE)]**

CE»Ÿ,ifNfV[fG,î•ûCEü,ðf,©,ç%oE,ÉŸ'è,µ,Û,·B



**[fV[fG (%E, ©, ç)]**

CE>Ý, ìfNfV[fg, ì•ûCEü, ð%E, ©, ç], ÉÝ'è, µ, Û, ·B

[ftfHf“fg,ìF]

'l'δ,μ,½fefLjXfg,ÉY'è,·,éF,δfNfŠfbfN,μ,Ü,·B

**[F]**

Y'è,·,éF,øfNfŠfbfN,μ,Ü,·B

**[fOfŠfbfh,ìF]**

'l'đ,μ,½fOfŠfbfhü,É'è,·,éF,đNfŠfbfN,μ,Ü,·B

[f^f]

'l'δ,μ,½fufWfFfNfg,É'è,·,épf^f",đfNfŠfbfN,μ,Ü,·B

**[Crü,]F]**

ü,Ü,½,í«ŠEü,ÉÝ'è,·,éF,đfNfŠfbfN,μ,Ü,·B

## [fefLjXfg f{fbfNfX]

□\<Æ't, ðEjBf"fhfE, ÅNfŠfbfN, Ü, ½, Ífhf%fbfO, µ, ½^Ê'u, É□AfefLjXfg f{fbfNfX, ð•`%æ, µ, Ü, ·□BfefLjXfg f{fbfNfX, ðŽg, Á, Ä□A□}, âfOf%ftfBfbfNfX, É□}•\”Ô□t, â^ø, «□o, µ□ü, ðŽg, Á, ½fefLjXfg, ð'Ç%Á, Å, «, Ü, ·□B

[Šù'ŋ,ìŋŋGfŠ,ìŽÀ□s]

^È'O,É•Û'ŋ,μ,½ Web fŋŋGfŠ (\*.iqy) ,ðŽÀ□s,μ,Û,·□B



[ff][f^fx][fX fNfGfŠ, iŽÀ[s]

^È'O,É•Û'¶,μ,½fNfGfŠ (\*.dqy) ,đAŠO•"ff][f^fx][fX,É'î,μ,ĂŽÀ[s,μ,Û,·B

[fNfGfŠ,ì•Ò□W]

Microsoft Query ,Å□ì□¬,μ,½Šù'¶,ìfNfGfŠ,ð•Ò□W,μ,Ü,·□B

**[ff][f^"í^ívf][pfefB]**

ff[f^"í^í,Ü,½,ÍNfGfŠ,Æ<α,Éf[fNfV[fG,É•Ô,³,é,½CE<%oÊfZfbfg,ÌfVfVf#f",ðÝ'è,μ,Ü,·B

[.,x,ÄXV]

CE»Ý,lfufbfN,ÅA,.,x,Ä,İŠO•"ff[f^"í^íA,"æ,ŃŠO•"ff[f^,©,ç\¬,μ,½sf{fbfgfe[fuf·fCf]  
[fg,Æfsf{fbfgfOf%oft fCf|[fg,đXV,μ,Ü,·B

[XV,ifLfff“fZf<]

ff[f^,)XV,đ‘ž~,μ,Ü,·B

**[ff[f^XV,ìó<μ]**

[ŠO•"ff[f^,ìXVó<μ] f\_fCfAfO f{fbfNfX,đ•\Ž|,μ,Ü,·B,±,ìf\_fCfAfO  
f{fbfNfX,Á,íAŠO•"ff[f^,đf[fNfV[fG,Ü,½,ífsf{fbfgfOf%oft fCfj|  
[fg,ÉŽæ,èo,·,ì,É,©,©,A,Ä,ç,éŽžŠO,đŠm" F,μ,½,èAfNfGfŠ,đ+Ž~,·,é,±,Æ,ª,Ä,«,Ü,·B

[fŠf“fN“\,è•t, ]

“\,è•t, , ½ff□[f^, ðCE³, ìfhfLf...f□“fg, ÉfŠf“fN, μ, Ü, ·□B

[fOf%oft,ì'}“ü]

fOf%oft fEfBfU[fh,đ<N“ ©,μ,Ü,·BfOf%oft fEfBfU[fh,đŽg,Á,ÄAf[fNfV[fq,ìff[f^,đŠì,É,μ,½fOf  
%oft,đì¬,μ,Ü,·B



**[ff][f^fV][fg]**

fOf%oft,lf[ff][f^fV][fg,đ•\Ž!,μ,Ü,·Bff[ff][f^fV][fg,É,íA'1'đ,μ,½fOf%oft,ìŠî,É,È,éff[f^,ª"ü—í,³,è,Ä,ç,Ü,·B

[•\Ž|Ā`Ž®]

□"l,ì•\Ž|Ā`Ž® ,đ□Ý'è,μ,Ü,·□B[•<sup>a</sup>—p] f{fbfNfX,ÅŽí—p,đfNfŠfbfN,μ□A•\Ž|, <sup>3</sup>,é,fjfvfVf#f",đ'l'đ,μ,Ä,-  
,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>,č□B

[fvf]fbfg'îû,ì'ç%á]

ŠÖ~A•t,̄,ç,ê,½fOf%ft,É•\Ž!,³,è,½ff[f^,ÉA'ì'ð,μ,½ff[f^fV[f^fg,ìs,Ü,½,Í-ñ,ì'ì,ð'ç  
%á,μ,Ü,·Bff[f^fV[f^fg,ìs,Ü,½,Í-ñ,ì©©o,μ,ðf\_fuf<fNfŠfbfN,μ,ÄA[s,Ü,½,Í-ñ,ð'ç%á,·,é,±  
,Æ,à,À,«,Ü,·B

**[f v f b f g ' i u , i i o e ]**

Š Ö ~ A • t , , ç , é , ½ f O f % o f t , É • \ Ž { , ³ , é , ½ f f [ f ^ , © , ç A ' I ' ð , μ , ½ f f [ f ^ f V [ f g , ì s , Ü , ½ , Í —  
ñ , Ì ' I , ð i o e , μ , Ü , · B f f [ f ^ f V [ f g , ì s , Ü , ½ , Í — ñ , Ì E © o , μ , ð f \_ u f < f N f Š f b f N , μ , Ä A s , Ü , ½ , Í — ñ , ð i o e , , é , ±  
, Æ , à , Å , « , Ü , · B

[X Ž²,Éfvf□fbfg]

'l'ð,μ,½ff□[f^,ð X Ž²,Éfvf□fbfg,μ,Ü,·□B

**[ff][f^,ì'Ç%Á]**

'l'δ,μ,½ff[f^∈n—ñ,Ü,½,íff[f^—v'f,δfOf%oft,É'Ç%Á,μ,Ü,·□B

[.,x,Ä] ([•ÒW] - [fNfŠfA] fTfufffj...)

'l'đ,μ,½fZf<,©,çAfRf"fg,ÆfnfCfp[fŠf"fn,đŠÜ,b,·,x,Ä,lfZf<,l"à—e,Æ'Ž®,đíœ,μ,Ü,·B

[•ÒW/Ä¶/Šj,/,»,ì¹¼]

'l'ð,µ,½fjufWfFfNfg,É'î,µ,ÄŽÀs,Å,«,éRf}f"fh,ð•\Ž!,µ,Ü,·B



[fšfXfg, ©, ç 'l'ð]

Žg—p, Å, «, é'èĈ^â, î^ê—, ð•\Ž, μ, Ü, ·□B

[•İŞ•]

'l'đ,μ,½ OLE flfufWfFfNfg,đ•Ê,İŽí—p,ì OLE flfufWfFfNfg,É•İŞ•,μ,Û,·□B

[ð̥, ð̥, ð̥, ð̥, ð̥]

'l'ð̥, μ, ½ • i" , ð̥V [fg, ð̥, ð̥, ð̥, ð̥, μ, Ü, ·B

['èŠú“l,ÈfAfCfef€] ([-v'è]A[ŽdŽ-] fffj...l)

Žw'è,μ,½ŠÔŠu,đ'u,ç,ÄA-v'è,âždŽ-,đЄJ,è•Ô,μ,Û,·B

[fɒf^[]f"]

'l'δ,μ,½fjfufWfFfNfg,Éfɒf^[]f",Æ“h,è,Â,Ô,μ,ì[]F,δ[]Ý'è,μ,Û,·[]B

[•Û'¶,µ,Ä•Â,¶,é]

'I'δ,µ,½€-Ú,δ•Û'¶,µ,Ä•Â,¶,Û,·B



[•Â,ŕ,é] ([ftf@fCf<] fffj...[])

ftf@fCf<,Ü,½,íAfvfŠfP[]fVf#f“,ð•Â,ŕ,Ü,·B



[,È,μ]

f[]f[]f[]f[]fN<@”\,đf[]t,É,μ,Ü,·[]B

**[f][g][f]fN**

Excel ,lf[f][g][f]fN<@"\,đŽg,Á,ÄAfZf<"í^í,ì†CEv'í,đ•\Ž!,μ,Ü,·BfZf<,đ'í'đ,·,é,ÆAf[f][g][f]fV[f]g,ì  
%°°'[É, ,éXfe[f^fX fo[É'í'đ,μ,½"í^í,ì†CEv,đ•\Ž!,μ,Ü,·B

f[f][g][f]fN<@"\,Á,íA'í'đ,μ,½"í^í,ì•½<í,đCEvŽZ,μ,½,èAÅ–'í,âÅ'â'í,đCEÿö,·,é,±  
,Æ,à,Ä,«,Ü,·BfVf†[f][g][f]fbg f[f]f...[.©,ç-Ú"í,ìCEvŽZ,đ'í'đ,μ,Ä,,¾,¾,çB

【'Ž®,ìfRfs【 (ftfBf<)]

'l'ð"í^í,ì<ó"'fZf<,É□AfRfs【,μ,½fZf<,ì□'Ž®,ðŠî,É,μ,½□'Ž®,ð□Ý'è,μ,Ü,·□B

['l, ðfRfs [ (ftfBf<)]

'l'ð"í^í, ðó" fZf<, É□A'ð"í^í, ÉŠÜ, Ü, é, é'l, ¾, -, ðŠî, É, µ, ½~A'±, ·, é'l, ð'} "ü, µ, Ü, ·□B

[~A'±ff□[f^ ("ú'P^Ê)]

'l'ð"í'í,ì<ó"jZf<,É□A1 "ú'P^Ê,Å'□%oÁ,.,é"ú•t,ì~A'±ff□[f^,ð'}"ü,μ,Ü,·□B

[~A'±ff□[f^ (□T"ú'P^Ê)]

'I'ð"í'í,ì<ó"'fZf<,É□A%ò""ú,ì□Ý'è,ðŠî,É□T"ú'P^Ê,Å'□%Á,·,é"ú•t,ì~A'±ff□[f^,ð'}"ü,μ,Û,·□B

[~A'±ff[f^ (CEŽ'P^Ê)]

'l'ð"í'í,ì<ó"'fZf<,É□ACEŽ'P^Ê,Å'□%Á,·,é"ú•t,ì~A'±ff[f^,ð'}"ü,μ,Û,·□B

[~A'±ff□[f^ ("N'P^Ê)]

'l'ð"í'í,ì<ó"'fZf<,É□A"N'P^Ê,Å'□%Á,·,é"ú•t,ì~A'±ff□[f^,ð'}"ü,μ,Û,·□B



[~A'±ff[f^ (%oÁŽZ)]

'¼ü, Ì'A'±ff[f^, Ü, ½, Í'¼ü, Ìff[f^—\ª, ðì¬, µ, Ü, ·Bff[f^—\ª, Í'ð, µ, ½'l, ðŠî, É, µ, Ä, ç, Ü, ·B'ð, µ, ½CE³, Ì'l, ÍAff[f^—\ª, É#v, ·, é'l, É, æ, Á, Ä'u, «Š·, l, ç, ê, Ü, ·B

**[~A'±ff[]f^ (□æžZ)]**

Žw□"◁È□ü,ì~A'±ff[]f^,Ü,½,íŽw□"◁È□ü,ìff[]f^—\^a,ð□ì□¬,μ,Ü,·□BŽw□"◁È□ü,ìff[]f^  
—\^a,í'l'ð,μ,½'l,ðŠî,ÉCEvŽZ,³,ê□A'l'ð,μ,½CE³,ì'l,ìff[]f^—\^a,É□#'v,·,é'l,É,æ,Á,Ä'u,«Š·,l,ç,ê,Ü,·□B

**["ü—í<K'¥]**

ŒÂX,lfzf<,Ü,½,lfzf<"í^í,É"ü—í,Å,«,éff[f^,ðA®"A¬""\_A,Ü,½,Í•¶Žš—ñ,È,Ç,ì'Á'è,ìŽí—  
p,ÉŒÀ'è,μAfff[f^,ì"í^í,ðSŒÀ,μ,Ü,·B

**[<sup>-3</sup>CEøff[f^,lf}] [fN]**

[ff[f^] fffj... [ ["ü—í<K'¥] ,ÅÝ'è,μ,½\$CEÀŠO,É, ,é'l,ª“ü—í,³,è,Ä,ç  
,é, ,x,Ä,lfzf<,ðŽ!,μ,Ü,·BfZf<,ÉÝ'è,³,è,Ä,ç,é\$CEÀ,Æf[bfZ[fW,ðŠm”F,·,é,É,í[Af}] [fN,³,è,Ä,ç  
,éfZf<,ðfNfŠfbfN,μ[A[ff[f^] fffj... [ ["ü—í<K'¥] ,ðfNfŠfbfN,μ,Ü,·B

**[fufbfN, ð<α—L]**

<α—L fufbfN f, ð[fh, É∅, è'Ö, ð, Ü, ·∅B<α—

L fufbfN, Å, í∅A f fbf g f ∅∅[fN ðã, ð·i∅", ðft∅[fU∅[, á"~Žž, É"~, ¶fufbfN, ð·Ö∅W, µ, ½, è∅A·í∅X, ð·Ù'¶, Å, «, Ü, ·∅B

**[•İX%ÓŠ,İ\Ž!]**

Excel ,Å,ÍA<α—LjfufbfN,İfZf<,İ“à—e,ª•İX,³,ê,½%ÓŠ,đ•\Ž!,μ,Ü,·B•İX,É,ÍAfZf<,İ“à—  
e,İ^Ú“@,“,æ,Ń“\,è•t, ĀA□s,Æ—ñ,İ'Ç%A,“,æ,Ńí□œ,ªŠÜ,Ü,ê,Ü,·B

Word ,Å,ÍA•¶□',İ□Z%{'t,É•İX<L~^,đ•\Ž!,μ,Ü,·B

**[fufbfN, iCE<#]**

• i", i<α—L fufbfN, iRfs[. ©, ç, i•iX, δA1 , Â, i fufbfN, É, Ü, Æ, ß, Ü, ·B

[^Ú“®]

'l'δ,μ,½fZf<,δ□Af□□[fNfV□[fg,ì•Ê,ì^Ê'u,É^Ú“®,μ,Ü,·□B



[,±,±,É'Ž®,ì,Ý,ðfRfs[]]

'l'ð,µ,½fZf<,ì'Ž®,¾,¯,ðfRfs[][,µ,Û,·B

[,±,±,É'l,ì,Ý,ðfRfs□[]

'l'ð,μ,½fZf<,ì'l,¾,¯,ðfRfs□[,μ,Ü,·□B

["%º,ÖfVftfg,µ,ÄfRfs[]]

fZf<,ì"à—e,ð[]Šù'¶,ìff[]f^,ð%º'¤,ÉfVftfg,µ,Ä,©,çfRfs[][,µ,Ü,·[]B

[%E,ÖVftfg,μ,ÄfRfs[]

fZf<,ì"à—e,δ[]AŠù'¶,ìff[]f^,δ%E'κ,ÉfVftfg,μ,Ä,©,çfRfs[][,μ,Ü,·[]B

[%º,ÖfVftfg,μ,Ä^Ú“®]

fZf<,ì“à—e,ð□AŠù‘¶,ìff□[f^,ð%º‘ϣ,ÉfVftfg,μ,Ä,©,ç^Ú“® ,μ,Ü,·□B

[%E,ÖVftfg,μ,Ä^Ú“®]

fZf<,ì“à—e,δ□AŠù‘¶,ìff□[f^,δ%E‘κ,ÉVftfg,μ,Ä,©,ç^Ú“®,μ,Ü,·□B



**["ü—í<K'¥f} □[fN, ìfNfŠfA]**

[ff□[f^] f□ff...□[.ì ["ü—í<K'¥] ,Å□Ý'è,μ,½□\$CEÀŠO,É, ,éff□[f^,³"ü—í,³,è,Ä,ç  
,éfZf<,ìŽü^í,ìf}□[fN,ð□í□œ,μ,Ü,·□Bf}□[fN,ð□í□œ,·,é'O,ÉfZf<,É□Ý'è,³,è,Ä,ç  
,é□\$CEÀ,Æf□fbfZ□[fW,ðŠm" F,·,é,É,í□Af}□[fN,³•t,ç,Ä,ç,éfZf<,ðfNfŠfbfN,μ□A[ff□[f^] f□ff...□[.ì ["ü—  
í<K'¥] ,ðfNfŠfbfN,μ,Ü,·□B



**[fRf“fg,ì•ÒW]**

Word ,Á,ÍAfRf“fg fEfBf“fhfE~g,đŠJ,«ACE»Ý,ìRf“fg,Éj[f  
f<,đ^Ú“® ,μ,ÄAfRf“fg,đ•ÒW,Á,«,Û,·B

Excel ,Á,ÍAfAfNfefBfu fZf<,ìRf“fg,đ•Ž!,μAfRf“fg f{fbfNfX,Éj[f  
f<,đ^Ú“® ,μ,ÄAfRf“fg,đ•ÒW,Á,«,Û,·B

[fXf^[]fg fy[]fW,ìÝ'e]

CE»Ý•\Ž!,³,è,Ä,č,éftf@fCf<,đfXf^[]fg fy[]fW,Ü,½,Ífz[]f€ fy[]fW,É,μ,Ü,·BCE<%oÊ,íAWeb fuf  
%ofEfU,ÁCE©,é,±,Æ,ª,Â,«,Ü,·B


[ŒŸŏfy[fW,ìŸ'è]

Œ»Ÿ•\Ž!,³,è,Ä,č,éfy[fW,đŒŸŏfy[fW,É,μ,Û,·BŒ<%oÊ,ÍAWeb fuf%ofEfU,ÅŒ©,é,±,Æ,²,Å,<,Û,·B

**[CERü,ð^ø,]**

•¶'†,Åfhf%ofbfO,μ,½^Ê'u,ÉA•\,ìCERü,ð'}“ü,μ,Ü,·B•\,ìCERü,ð'}“ü,μ,½CEä,íA•\,ì†,Åfhf  
%ofbfO,μ,ÄfZf<A—ñA,Ü,½,íS,ð'Ç%oÁ,Å,«,Ü,·B,³,ì^Ü,È,éfZf<,ði¬,μ,½,èAŠeS,ì—  
ñ” ,ð•ì,½,è,é,±,Æ,³,Å,«,Ü,·B,Ü,½AMicrosoft Word ,Å,íAflfXfg\ç,ì\,ði¬,é,±  
,Æ,à,Å,«,Ü,·BÚ×,É,Å,ç,Ä,íAOoffice fAfvfXf^f“fg,ÅfL[f[fh,Éu•\,ði¬,éiv,Æ“ü—í,μ,Ä,-  
,¾,³,çB

**[C̄r̄ü, ðíœ]**

•\, ðfZf<, ðü, ðíœ, μ, ÄA—xÜ, ·, éfZf<, ð“à—e, ð, Ü, Æ, ß, Ü, ·B  (C̄r̄ü, ðíœ) , ðfNfŠfbfN, μAÁ, μfSf€  
, ðE` , ðfCf“f^, ð•s—v, ÈfZf<, ðü, Ü, ½, ÍC̄r̄ü, ðä, É^Ú“ © , μ, Äfhf%ofbfO, μ, Ü, ·B

**[Ā, i]**

%, «, Ā, Žš—ñ, ð, \, fzf<, Ā, É"z'u, μ, Ü, Bfzf<, É, i, 'i—Ž, é, é, Í, Afzf<"à, ì, ., x, Ä, Ā, Žš—ñ, ð, 'Ā, μ, Ä, , ¾, ¾, cB

**[Ā, i]**

c%, «, Ā, Žš—ñ, ð, \, fzf<, Ā, É"z'u, μ, Ü, Bfzf<, É, i, 'i—Ž, é, é, Í, Afzf<"à, ì, ., x, Ä, Ā, Žš—ñ, ð, 'Ā, μ, Ä, , ¾, ¾, cB

**[Ā%°+%'μ,;]**

%i' , < , ĩ • ųŽš—ň, đ • \, ĩfZf< , ĩĀ%°+%'> , É"z'u, μ, Ü, ·BfZf< , É • i" , ĩ'i—Ž, <sup>a</sup> , , éĕĕ†, ÍAfZf<"à, ĩ, ·, x, Ä, ĩ • ųŽš—ň, đ'ı'đ, μ, Ä, , <sup>3</sup>/<sub>4</sub> , <sup>3</sup> , †B

**[ų%°E'+%'μ,;]**

c' , < , ĩ • ųŽš—ň, đ • \, ĩfZf< , ĩų%°E'+%'> , É"z'u, μ, Ü, ·BfZf< , É • i" , ĩ'i—Ž, <sup>a</sup> , , éĕĕ†, ÍAfZf<"à, ĩ, ·, x, Ä, ĩ • ųŽš—ň, đ'ı'đ, μ, Ä, , <sup>3</sup>/<sub>4</sub> , <sup>3</sup> , †B

**[%o'μ, i]**

%o i', «, i • ¶ Žš — ñ, ð • \, ð Zfç, ð %o • ", É "z' u, μ, Ü, · BfZfç, É • i", ð' i — Ž, ¢, , é ç è ç, í ç AfZfç "à, ð, ·, x, Ä, i • ¶ Žš — ñ, ð' ð, μ, Ä, , ¾, ¾, ç ç B

**[%oE'μ, i]**

ç ç', «, i • ¶ Žš — ñ, ð • \, ð Zfç, ð %oE' ç, É "z' u, μ, Ü, · BfZfç, É • i", ð' i — Ž, ¢, , é ç è ç, í ç AfZfç "à, ð, ·, x, Ä, i • ¶ Žš — ñ, ð' ð, μ, Ä, , ¾, ¾, ç ç B



[□¶μ,;]

□c□', <, ì•¶Žš—ñ, ð•\, ìfZf<, ì□¶'α, É"z'u, μ, Ü, ·□BfZf<, É•i□", ì'i—Ž,<sup>a</sup>, , é□é□‡, Í□AfZf<"à, ì, ·, x, Ä, ì•¶Žš—  
ñ, ð'ì'ð, μ, Ä,,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>, †□B

[□¶%oE't%o>'μ,;]

□c□',<,ì•¶Žš—ñ,đ•\,ìfZf<,ì□¶%oE't%o>,É"z'u,μ,Ü,·□BfZf<,É•;□",ì'i—Ž,<sup>a</sup>,,é□ê□#,í□AfZf<"à,ì,·,x,Ä,ì•¶Žš—  
ñ,đ'ì'đ,μ,Ä,,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>,ç□B

**[%oE'μ,;]**

□c□', <, ì•¶Žš—ñ, ð•\, ìfZf<, ì%oE'α, É"z'u, μ, Ü, ·□BfZf<, É•;□", ì'i—Ž, <sup>a</sup>, , é□ê□‡, Í□AfZf<"à, ì, ·, x, Ä, ì•¶Žš—  
ñ, ð'ì'ð, μ, Ä, , <sup>3</sup>/<sub>4</sub>, <sup>3</sup>, t□B

**[—ñ,ì•□,ð‘μ,¡,é]**

‘l’ð,μ,½—ñ,Ü,½,íZf<,ì•□,ð“™,μ,,μ,Ü,·□B

[□s, ð, ³, ð'µ, ¡, é]

'I' ð, µ, ½ □s, Ü, ½, ÍZf<, ð, ³, ð"™, µ, µ, Ü, · □B

[<ÈüfRf!fNf^]

'!δ,μ,½fRf!fNf^,ìü,δ<ÈüfRf!fNf^,É•ïX,μ,Ü,·B

[fjfMüfRfifNf^]

'l'δ,μ,½fRfifNf^,ìü,δfjfMüfRfifNf^,É•ïX,μ,Ü,·B

**[¼üfRfNf^]**

'δ,μ,½fRfNf^,ìü,δ'¼üfRfNf^,É•ïX,μ,Ü,·B



**[fefLjXfg, ì•ÒW]**

[f□□[fhfA□[fg fefLjXfg, ì•ÒW] f\_fCfAf□fO f{fbfNfX, ðŠ}, ç, Ä□A'1'ð, μ, ½ f□□[fhfA□[fg  
flfufWfFfNfg, ìfefLjXfg, ð•ÒW, Å, <, Ü, ·□B

[•İX,İ—š—đ]

CE»Ý,İ•¶',İ•İX,Éf}[]fN,đ•t,¯A[Z%{ŽÒ-¼,²,Æ,ÉŠe•İX—š—đ,đ:L~^,μ,Ä,¨,«,Ü,·B

[fCf][fW]

f[fNfV][fg"à,ÉfCf][fW]Af\_fCfAf[fO fV][fg]AfOf%oft[AfhfLf...f[f"fg]A,Ü,½,ÍtfH[f€,δ]¬,μ,Ü,·B



[,±,±,ÖfufWfFfNfg,ð^Ú“@]

fhf%°fbfO,μ,Ä,†,élfufWfFfNfg,ðÆ»□Ý,ìjfcf“f^,ì^Ê'u,É^Ú“@,μ,Ü,·□B

[,±,±,ÉlfufWfFfNfg,ðfRfs[]]

fhf%°fbfO,μ,Ä,†,élfufWfFfNfg,lfRfs[][,ðÆ»[]Ý,lfjCf“f^,ì^Ê'u,É' }“ü,μ,Ü,·[]B

[,±,±,ÉfŠf“fN]

fhf%oofbfO,μ,Ä,†,éfAfcfe€€,đE»Ÿ,lfjCf“f^,îÊ'u,É'}“ü,μAfŠf“fN,đŸ'è,μ,Ü,·B

**[,±,±,ÉfnfCfp[fŠf“fN,ðì-]**

fhf%ofbfO,μ,Ä,ç,éfAfcfe€,ðE»Ý,ìf|

fCf“f^,ì^Ê'u,É'}“ü,μAfnfCfp[fŠf“fN,ðÝ'è,μ,Ü,·BfnfCfp[fŠf“fN,Æ,ÍAftf@fcf<Aftf@fcf<“à,ì“Á'è,ì^Ê  
'uAWorld Wide Web ,ì HTML fy[fW A,Ü,½,ÍCf“fgf%oflfbfg,ì HTML fy[fW,ÉfWfff“fv,Ä,«,éfŠf“fN,ì,±  
,Æ,Ä,·B



**[,±,±,ÉfVf#[]fgfjfbfg,ð[]~]**

fhf%ofbfO,μ,Ä,ç,éfAfcfe€€,Ö,ìfVf#[]fgfjfbfg,ðE»[]Ý,ìf]

fCf“f^,ì^Ê'u,É' }“ü,μ,Ü,·BfVf#[]fgfjfbfg,Æ,í[]AfAfvfŠfP[]fVf#“[]AfIfufWfFfNfg[]A,Ü,½,í•Ê,ì^Ê'u,É•Û'¶,³,  
è,Ä,ç

,éftf@fCf<,ðŽ!,·fAfcfRf“,Ä,·[]BfAfcfRf“,ðf\_fuf<fNfŠfbfN,μ,Ä[]AfAfvfŠfP[]fVf#“,ð<N“©,μ,½,è[]AfIfufWfFfN  
fg,âftf@fCf<,ðŠJ,,±,Æ,ª,Ä,«,Ü,·[]B

**[%oe,lfif"/fift]**

Šù'è,ì%oe,ìŸ'è,ÅA'I'ð,μ,½fufWfFfNfg,É%oe,ðŸ'è,μ,½,èA%oe,ðíœ,μ,Ü,·B%oe,Æ 3-D  
,đ"-Žž,ÉŸ'è,·,é,±,Æ,í,Å,«,Ü,<sup>1</sup>,ñB%oe,ðŸ'è,·,é,ÆA3-D ,ìŸ'è,í,·,x,Äíœ,<sup>3</sup>,è,Ü,·B<t,ìê‡,à"-  
l,Å,·B

[fI[fjgfVfFfCfv,ìŠù'è'I,ÉY'è]

CE»Y'ì'đ,μ,Ä,φ

,éfI[fjgfVfFfCfv,ìY'è,đAfI[fjgfVfFfCfv,ìŠù'è,ìY'è,É,μ,Ü,·B[V,μ,φfI[fjgfVfFfCfv,đ}'ü,,é,ÆA[V,μ,φ  
Šù'è,ìY'è,ž©“®“I,É“K—p,³,ê,Ü,·B

[fNfšfA]

“ÆŽ ©,ÉŸ'è,μ,½fI[fgfVfFfCfv,ìŠù'è,ìŸ'è,đíœ,μ,ÄA'g,Ÿž,Ÿ,ìŠù'è,ìŸ'è,É-ß,μ,Ü,·B

[fXf%ofCfh,Éñ,í,¹,é] ([[]}CE`,ì'²[]@] - [”z'u/[]@—ñ] fTfuf[]fjf...[][]

'l'ð,µ,½fjfufWfFfNfg,ðfXf%ofCfh,Éñ,í,¹,Ä”z'u,Ü,½,Í[]@—ñ,µ,Ü,·[]BfjfufWfFfNfg,Ç,²  
,µ,Å^Ê'u,ðñ,í,¹,é[]é[]ñ,Í[]AfRf}f“fh,ì—x,ìf`fFfbfN f}[][fN,ðfift,É,µ,Ü,·[]B

[•`%æfufWfFfNfg,Éñ,í,¹,é] ([ ]}CE` ,ì²@] - [”z’u/ @—ñ] fTfufñffj... [ ])

‘l’ð,µ,½fufWfFfNfg,ð•`%æfufWfFfNfg,Éñ,í,¹,Ä”z’u,Ü,½,Í@—ñ,µ,Ü,·BfufWfFfNfg,Ç,æ  
,µ,Å^Ê’u,ðñ,í,¹,ééñ,ÍAfRf}f“fh,ì—x,ìf`fFbfN f} [fN,ðft,É,µ,Ü,·B

**[%œ,È,μ]**

'l'δ,μ,½fufWfFfNfg,©,ç%œ,δíœ,μ,Û,·B

**[3-D ,È,μ]**

'I'δ,μ,½fufWfFfNfg,©,ç 3-D ,δíœ,μ,Û,·B



[—p<`ĀēŽ«“T] ([fc□[f<] - [,»],ì¼,ìZ³fc□[f<] fTfuf□fff...□l)

•¶□“à,ìPĀē,â&à,ð□A—p<`Āē□A”½<`Āē□A,Ü,½,ÍŠÖ~ĀĀē,É’u,«’Ö,ì,Ü,·□B

['tž~]

f}fNf□,ì<L~^,Ü,½,íŽÀ□s,đ'tž~,μ,Ü,·□B

**[f][f<,i^1][æ ("Y•tftf@fCf<)]**

fhfLj...f[]"fg[]Afvf[]E[f[]fe[][fVf#[]"[]A,Ü,½,ífufbfN'S'ì,ðf[][f< f[]bfZ[][fW,ì"Y•tftf@fCf<,Æ,μ,Ä'—  
[]M,μ,Ü,·[]B

**[—v-ñ,ì<'2•\Ž!;/—v-ñ,ì,Ÿ,đ•\Ž!]**

•¶□',ìŽ©" @“l,É□ì□¬,μ,½—v-ñ^ÈŠO,ì•"•ª,đ•\Ž!,μ,½,e"ñ•\Ž!,É,μ,Ü,·□B

**[The Microsoft Network]**

The Microsoft Network ,lfwf<fv,đ•\Ž|,μ,Ü,·□B

[fwf<fv,ìŽg,ç•û]

Windows ,ìfwf<fv,ìŽg,ç•û,đ•\Ž!,μ,Û,·□B

**[Microsoft fVfXfef€î•ñ]**

fRf“fsf...[]f^,lfVfXfef€[]AfvfŠf“f^[]AfVfXfef€ DLL[]AftfHf“fg[]A•¶[]í[]Z[]³fc[]f<[]AfOf%oftfBfbfN  
ftfBf<f^[]AfefLfXfg  
fRf“fo[]f^[]AfffBfXfjfCEfC[]AftfEf“fh,âfrfffi,ì[]Ý’è[]AŽÀ[]s’t,lfAfvfŠfP[]fVf#f“[]AfAfNfefBfu f,fWf...  
[]f<[]A“ú-{}CEê“ü—lfVfXfef€[]A,“,æ,Ñ OLE ,ì[]Ý’è,ÉŠÖ,.,é[]î•ñ,ð•\Ž!,μ,Û,·[]B

**[ä, f, fh]**

ä, f, fh, ðfif, Ü, ½, ífift, É, μ, Ü, B ä, f, fh, É, È, Á, Ä, ç, é, Æ AfXfe [f^fX fo [É "ä" , Æ • \  
Ž, ³, è, Ü, B ä, f, fh, Å, íA "ü—í, μ, ½ • Žš, 1 • Žš, , ÅŠù' , ì • Žš, Æ'u, «Š, í, è, Ü, B



**[Šg'£'l'ðf, □[fh]**

Šg'£'l'ðf, □[fh, ðf|f", Ü, ½, |f|ft, É, µ, Ü, · □BŠg'£'l'ðf, □[fh, É, È, Á, Ä, ç, é, Æ □AfXfe □[f^fX fo □[É "Šg'£" , Æ • \  
Ž, ³, è, Ü, · □BŠg'£'l'ðf, □[fh, Á, í □A • ù Æ ü f L □[, ðŽg, Á, Ä 'l' ð " í ^ í, ðŠg'£, Å, «, Ü, · □B

## [fXfpcfN]

CE»Ÿ,ì'ð"í^í,ð[íœ,μ,ÄAfXfpcfN,ÆCEÄ,Î,é,é'g,Ÿž,Ÿ,ì'èCE^<â,É'Ç%°Á,μ,Û,·BfXfpcfN,É'Ç  
%°Á,<sup>3</sup>,è,½€-Ú,ÍA'i—Ž<L†,Å<æ∅,ç,è,Ä,ç,Û,·BfXfpcfN,ðŽg,æ,ÆA·j□",ì•¶□',ì,ç,è,ç  
,è,ÈééŠ,©,ç•¶Žš—ñ,âfO%°ftfBfbfNfX,ðW,ßA[fXfpcfN,ì' } "ü] fRf}f"fh (**Ctrl + Shift + F3**)  
,Ä,·,×,Ä^è"x,É' } "ü,·,é,±,Æ,<sup>3</sup>,Ä,«,Û,·B[fXfpcfN,ì' } "ü] fRf}f"fh,ðŽg,æ  
,ÆAfXfpcfN,ÍÁ<Ž,<sup>3</sup>,è,Û,·BfXfpcfN,ì"à—e,ðÁ<Ž,<sup>1</sup>,,É' } "ü,·,é,É,ÍA[' } "ü] f□jf...□[,ì ['èCE^<â]  
,ðŽg,ç,Û,·B



**[fXfpcfN,ì'}“ü]**

fXfpcfN,ÆEÄ,Î,é,é'g,Ýž,Ý,ì'èE^<â,ðfj[f<,ì^Ê'u,É'}“ü,μ,½EăA,,x,ÄÁ<Ž,μ,Ü,·BfXfpcfN,ì“à—  
e,ðÁ<Ž,¹,,É'}“ü,,é,É,ÍA[']“ü] fñjf...[,ì ['èE^<â] ,ðŽg,ç,Ü,·B

[^Ú“®fL□[]

'l'δ,μ,½"í^í,δfNfŠfbfN,μ,½^Ê'u,É^Ú“®,μ,Ü,·□B

**[fRfs[] fL[]]**

'1'δ,μ,½"í^í,δfNfŠfbfN,μ,½^Ê'u,ÉfRfs[],μ,Ü,·B

[fEfBf“fhfE~g,ì∅,è'Ö,ì]

∩ì<Æ't,ìfEfBf“fhfE,ìŽŸ,ìfEfBf“fhfE~g,ì∩Å<ßŽg—p,μ,½^Ê'u,Éj∩[f∫<,ð^Ú“®,μ,Ü,·∩B

**[ŽŸ,lfEfbf“fhfE]**

[lfEfbf“fhfE] f[]fj...[][,l^è—,l't,Å[]A[]ì<Æ't,lfEfbf“fhfE,l,.,@Æă,É•\Ž|,³,è,Ä,ç  
,éEfbf“fhfE,đfAfNfefBfu,É,μ,Û,·[]B[]ì<Æ't,lfEfbf“fhfE,ª^è—,l[]ÅÆă,É•\Ž|,³,è,Ä,ç,é[]è[]#,í[]A^è—,l[]Å[]  
%o,lfEfbf“fhfE,đfAfNfefBfu,É,μ,Û,·[]BWord ,ÅŠj,©,è,Ä,ç,éEfbf“fhfE,ª[]ì<Æ't,lfEfbf“fhfE,¾,¯,l[]è[]#,í[]A,±  
,lfRf}f“fh,đ'l'đ,μ,Ä,à%¾,à<N,±,è,Û,¹,ñ[]B



**[‘O,lfEfBf“fhfE]**

[fEfBf“fhfE] f□ff...□[,ì^è—,ì†,Å□A□ì<Æ†,lfEfBf“fhfE,ì,·,®‘O,É•\Ž!,³,è,Ä,ç  
,éfEfBf“fhfE,ðfAfNfefBfu,É,μ,Û,·□BCE»□Ý□ì<Æ†,lfEfBf“fhfE,³^è—,ì□Å□%o,É•\Ž!,³,è,Ä,ç,é□è□‡,í□A^è  
—,ì□ÅCEä,lfEfBf“fhfE,ðfAfNfefBfu,É,μ,Û,·□BWord ,ÅŠJ,©,è,Ä,ç  
,éfEfBf“fhfE,³□ì<Æ†,lfEfBf“fhfE,³⁄₄,¯,ì□è□‡,í□A,±,lfRf}f“fh,ð‘l’ð,μ,Ä,à%o½,à<N,±,è,Û,¹,ñ□B

## [ŽŸ, ĺftfB [f<fh]

ftfB [f<fh, ʒfR [fh, đ•\Ž!, μ, Ä, ç, é, © ACE<%oÊ, đ•\Ž!, μ, Ä, ç  
, é, É, ©, ©, í, ç, , A [i<Æ't, ĺfEfbf"fhfE, ĺŽŸ, ĺftfB [f<fh, đ'í'đ, μ, Ü, ·BXE (ö^ø"o~^)^ATC (-  
ÚŽŸ"o~^)^A, ", æ, Ń RD (ŽQAEftf@fCf<) , ĺ, æ, x, ÉA"ň•\Ž!, ĺ•ŃŽš—ň, ÉY'è, ³, é, Ä, ç  
, éftfB [f<fh, í'í'đ, ³, é, Ü, ¹, ŃB

**['O,iftfB[f<fh]**

ftfB[f<fh,ʒfR[fh,ð•\Ž!,μ,Ä,ç,é,©ACE<%oÊ,ð•\Ž!,μ,Ä,ç  
,é,É,©,©,í,ç,„A[ì<Æ't,ìfEfBj“fhfE,ì'O,iftfB[f<fh,ð'I'ð,μ,Ü,·BXE (ðö^ø“o~^)ATC (-ÚŽŸ“o~^)A,“,æ,Ñ  
RD (ŽQ[Æftf@fCf<) ,l,æ,ɹ,ÉA"ň•\Ž!,l•ŋŽš—ň,ÉY'è,³,ê,Ä,ç,éftfB[f<fh,í'I'ð,³,ê,Ü,¹,ňB

**[fufɔbfN'ɪ'ð]**

fufɔbfN'ɪ'ðf. [fh,ðfɪ'É,μ,ÄA•i'̀,̀s,Å"˘,ŋ^Ê'u,Éf^fu,Å'μ,i,ç,é,Ä,ç,é"l,i,æ,ɣ,ÈA•ŋŽš—ň,i—  
ň,ð'ɪ'ð,μ,Ü,·B[fufɔbfN'ɪ'ð] ,Å,ÍA•\,ì—ň,ð'ɪ'ð,μ,Ü,˘,ňB

[ftfB□[f<fh•ŋŽš,ì' }“ü]

fj□[f\<,ì^Ê'u,ÉftfB□[f<fh•ŋŽš ( { } ) ,đ' }“ü,μ□AftfB□[f<fh•ŋŽš,ìŠÔ,Éfj□[f\<,đ^Ú“ ©,μ,Ü,·□B

**[ListNum ftjB[f<fh,ì'}“ü]**

'i—Ž,É±”Ô,É”Ô±,đ•t,¯,é LISTNUM ftjB[f<fh,đ'}“ü,μ,Û,·B

[ftfB[f<fh,đŽÀsCE<%oÊ,É'u,«Š·,¡]

'l'đ,μ,½ftfB[f<fh,đÅV,ìŽÀsCE<%oÊ,Å'u,«Š·,¡,Ü,·BftfB[f<fh  
fR[fh,đftfB[f<fh,ìŽÀsCE<%oÊ,É'u,«Š·,¡,é,ÆAftfB[f<fh,íÊí,ì•ŋŽš—ň,Ü,½,íOf  
%oftfBfNfX,É•İŠ·,³,êA^È~,İŽ©“®“l,ÉXV,³,è,È,È,è,Ü,·B,½,¾,μAXE (ð^ø“o~^)  
ftfB[f<fh,ì,æ,æ,ÉACE<%oÊ,đ•Žl,μ,È,çftfB[f<fh,ìŽÀsCE<%oÊ,É'u,«Š·,¡,é,±,Æ,í,Å,«,Ü,<sup>1</sup>,ňB

**[ftfB[f<fh,lfbfN]**

'l'δ,μ,½ftfB[f<fh,δf[bfN,μ,ÄAXV,³,ê,È,ç,æ,α,É,μ,Ü,·B



[ftfB[f<fh ffbfN,ì%øðœ]

[ftfB[f<fh,ìfbfN] fRf}f“fh,ÅfbfN,<sup>3</sup>,é,½ftfB[f<fh,ðAXV,<sup>3</sup>,é,é,æ,α,ÉÝ'è,μ,Û,·B

[fŠf“fNCE³ftf@fCf<,ìXV]

INCLUDETEXT ftfB[]f<fh,ìŽÀ[]sCE<%oÊ,É%oÁ,!,½•ïX,ðACE³,ì•¶[]',É•Û'¶,µ,Û,·BCE³,ì•¶[]',í[]AWord  
•¶[]',ìftf@fCf<CE`Ž®,Â,È,,Ä,í,È,è,Û,¹,ñ[]B

**[.Ô,ç%°°,°fCf“fff“fg]**

'l'đ,μ,½'i—Ž,É,Ô,ç%°°,°fCf“fff“fg,đŸ'è,μ,Û,·□B,Û,½,Í□A'l'đ"í'í,ì□Å□%°,ì'i—Ž,ìŽŸ,ìf^fu,ì^Ê'u,Û,Å,Ô,ç  
%°°,°fCf“fff“fg,ì^Ê'u,đ%°°,°,Û,·□B

[.Ô,ç%ºº,°fCf“fff“fg,ì%ºđ□œ]

'l'đ,μ,½'i—Ž,ì,Ô,ç%ºº,°fCf“fff“fg,đ%ºđ□œ,μ,Û,·□B,Û,½,í□A'l'đ"í^í,ì□Å□%º,ì'i—Ž,ì'O,ìf^fu,ì^Ê'u,Û,Å,Ô,ç  
%ºº,°fCf“fff“fg,ì^Ê'u,đ-ß,μ,Û,·□B

[ftfHf“fg,ìk□-]

'l'đ,μ,½•¶Žš,ìŠô,ìŠôŠu,đ<.,,μ,Û,·□B

[ftfHf“fg,ìŠg‘à]

‘l’đ,μ,½•¶Žš,ìŠô,ìŠôŠu,đ□L,,μ,Ü,·□B

['đ"í,ìk~]

'đ,μ,½•ŕŽš—ň,lfx[fXf%ofCf",É'î,·,é^Ê'u,đ%°°,°Ü,·B

**[‘đ”í, ìšg’å]**

‘đ, µ, ½ • ¶ Žš—ñ, ìfx□[fXf%ofCf”, É’î, ·, é^Ê’u, ð□ă, °, Ü, ·□B



**[%B,μ•¶Žš]**

'l'đ,μ,½•¶Žš—ñ,đ%B,μ•¶Žš,É□Ý'è,μ,Û,·□B%B,μ•¶Žš,É□Ý'è,μ,½•¶Žš—ñ,Í□A•\  
Ž!,Û,½,Í^ó□ü,³,è,Û,¹,ñ□B%B,μ•¶Žš,đ•\Ž!,·,é,É,Í□A[fc□[f<] f□fjf...□[,ì [f!fvfVf#f"'] ,đfNfŠfbfN,μ□A[•\Ž!]  
f^fu,Å [%B,μ•¶Žš] f`fFfbfN f{fbfNfX,đf!f",É,μ,Û,·□B%B,μ•¶Žš,đ^ó□ü,·,é,É,Í□A[fc□[f<] f□fjf...□[,ì  
[f!fvfVf#f"'] ,đfNfŠfbfN,μ□A[^ó□ü] f^fu,Å [%B,μ•¶Žš] f`fFfbfN f{fbfNfX,đf!f",É,μ,Û,·□B

[•W□€,ì•ŕŽšŠÔŠu,É□Ý'è]


'l'đ,μ,½•ŕŽš—ň,ìŠg'â,Û,½,í□k□¬,μ,½•ŕŽšŠÔŠu,đ%ođ□œ,μ□A•W□€,ì•ŕŽšŠÔŠu,É-ß,μ,Û,·□B

[•W□€,)•ŕŽš^Ê'u,É□Ý'è]

'l'đ,μ,½•ŕŽš—ň,ì□ã%°°É•ï□X,μ,½•ŕŽš^Ê'u,đ%°đ□œ,μ□A•W□€,)•ŕŽš^Ê'u,É-β,μ,Ü,·□B

**[•ŕŽšF]**

'l'đ,μ,½fefLjXfg,ÉAfRf}f"fh,É•Ž!,³,è,Ä,ç

,éF,đŸ'è,μ,Û,·B,»,'¼,łtfHf"fg,ìF,łfłvfVf#f",đŸ'è,·,é,É,íA[ŕŽ®] fŕfj...[l,ì  (ftfHf"fg)

,đNfŠfbfN,μA[ftfHf"fg] f^fu,đfNfŠfbfN,μ,Û,·B

['i—Ž“à,Å,ì%üfy□[fW□^—□]

'i—Ž,ìÅĀĒă,ìs,¾,̄,đfy□[fW,ìæ“<sup>a</sup>,É^ó□ü,μ,È,ϕ,æ,ɣ,É□A□s,đ'O,ìfy□[fW,É'g,Ý□ž,ň,¾,è□A'i—Ž,ìÅ□%  
,ìs,¾,̄,đfy□[fW,ìÅĀĒă,É^ó□ü,μ,È,ϕ,æ,ɣ,É□A□s,đŽŸ,ìfy□[fW,É'g,Ý□ž,ň,¾,è,μ,Ü,·□B

**[ 'i—Ž“à,Å%üfy [fW,μ,È,ϕ ]**

'i—Ž“à,Å,Í%üfy [fW,μ,È,ϕ,æ,ϣ,ÉÝ'è,μ,Û,·B

[ŽŸ, Ì' i – Ž, Æ • ð – £, µ, È, ¢]

' Ì' ð, µ, ½' i – Ž, Æ ŽŸ, Ì' i – Ž, Ì Š Ô, Å % ü fy [fW, ³, è, È, ¢, æ, ¼, É, µ, Ü, ·] B

**['i—Ž'Ō,Å%üfy[]fW]**

'l'δ,μ,½'i—Ž,Ì'Ō,É%üfy[]fW,δ'}“ü,μ,Ü,·[]B



**[‘i—Ž‘O,İŠÔŠu,È,μ]**

‘l’đ,μ,½‘i—Ž,Ì‘O,ÉŠÔŠu,đ<ó, ¯,Ä,ç,é‘i—Ž,Ì‘Ž® ,đ [œ,μ,Û,·]B[‘i—Ž‘O,İŠÔŠu,È,μ]

,Í[A[fCf“fff“fg,Æ[sŠÔŠu] f^fu ([‘Ž®] - [‘i—Ž]) ,ì [‘i—Ž‘O] f{fbfNfX,É 0 ,đ“ü—í,μ,½,ì,Æ“¯ ,¶,Å,·]B

**['i-Ž'O,ÉfXfy[fX,ð'}"ü]**

[fCf"fff"fg,Æ[sŠÔŠu] f^fu ([Ž@] - ['i-Ž]) ,ì ['i-Ž'O] f{fbfNfX,É "12pt" ,ðÝ'è,μ,Û,·B

**[‘i–Ž‘O,İŠŎŠu, ,è]**

[fCf“fff“fg,Æ□sŠŎŠu] f^fu ([□‘Ž®] - [‘i–Ž]) ,İ [‘i–Ž‘O] f{fbfNfX,İ□Ý‘è,đ□A1 □s,Æ 0  
□s,Å□Ø,è‘Ö,ı,Ü,·□B[‘i–Ž‘O] f{fbfNfX,İ□Ý‘è,İ□A‘‘đ,μ,½‘i–Ž,İ‘O,İŠŎŠu,İŽw‘è,Å,·□B

**['i-ž'ž®,i%ođœ]**

œ»ý,i-i-ž,ìfxf^fCf<,Éý'è,<sup>3</sup>è,Ä,č,È,č'i-ž'ž®,đíœ,μACE»ý,i-i-ž,ìfxf^fCf<,đÄ"x"K-p,μ,Ü,·B

["¼'Ø,ì•ÒW^Ê'u,É^Ú"®]

ÅĖă,É•ÒW,³,ê,½ 4 ,Â,ìÊ'u,ÉAjj[[ff<,ð^Ú"®,μ,Ü,·BShift + F5 fL[[,ð%Ÿ,μ,Ä,à"~,¶,Ä,·B

[ŽŸ,ì•ÒW%óŠ]

^óüfCfCfAfEfg f,[]fh,ÅACE»Ý,ly[]fW,É' }“ü,Ü,½,í•ÒW,³,e,½ŽŸ,lfAfCfef€,Éf[]f<,δ^Ú”®,μ,Ü,·B

**[fef“fvfCE[fg,ì•Ù’¶]**

□ì<Æ’t, ìfef“fvfCE[fg, ã•W□€fef“fvfCE[fg, Å, Í, È, ç□ê□#□Afef“fvfCE[fg, ì•ï□X, ð•Ù’¶, µ, Ü, ·□B[fef“fvfCE[fg, ì•Ù’¶] , ðŽg—p, ·, é, Æ□A□ì<Æ’t, ìfef“fvfCE[fg, ì•ï□X, ð•Ù’¶, ·, é’O, É□A•Ù’¶, ÌŠm”F, Í•\Ž!, ã, é, Ü, ¹, ñ□B

[□'Ž®,ì“\,è•t,¯]

[□'Ž®,ìfRfs□[] fRf}f“fh,ÅfRfs□[,³,è,½□'Ž®,ð'ì'ð"í^í,É□Ý'è,μ,Ü,·□B[□'Ž®,ìfRfs□[] fRf}f“fh,ðŽg—  
p,μ,½,Æ,«,ì'ì'ð"í^í,³i—Ž<L□†,ðŠÜ,ň,Å,ç,½□é□‡,í□A•¶Žš□'Ž®,Æ'i—Ž□'Ž®,ì—¼•ú,³□Ý'è,³,è,Ü,·□B



[‘O,lfy[fW]

^óüfCfCfAfEfg f.[fh,ÅA fj[f<,δ^Ú“@,³,¹,,É 1 fy[fW‘O,ÉfXfNf[f<,μ,Ü,·B

[ŽŸ,İfy][fW]

^óüfCfAfEfg f.[fh,ÅA fj[f<,đ^Ú“®,<sup>3</sup>,<sup>1</sup>,,É 1 fy[fWĀă,ÉfXfNf[f<,μ,Û,·B

**[ŽŸ,lfufWfFfNfg]**

^óüfCfCfAfEfg f,[]fh,ÅACE»Ý,lfy[]fW,É, ,éŽŸ,ì•¶',lfufWfFfNfg,Éf[]f<,ð^Ú"®,μ,Û,·BAlt + []«  
fL[],ð%öŸ,μ,Ä,à"~,¶,Å,·B•¶'lfufWfFfNfg,É,íA'i'g,ÝA•\n  
,lfz<[]A<r'[]A,~,æ,ÑfCfCfAfEfg~g,ŠÛ,Û,ê,Û,·B

**[‘O,lfufWfFfNfg]**

^óüfCfCfAfEfg f, [fh, ÅACE»Ý, ðy [fW, É, ,é‘O, ð•¶‘, lfufWfFfNfg, Éfj [f<, ð^Ú“ ©, µ, Ü, ·BAlt + ¶  
fL [ , ð%öÿ, µ, Ä, à“~, ¶, Å, ·B•¶‘lfufWfFfNfg, É, íA‘i’g, ÝA•\  
, ðZf<A<r’A, , æ, ÑfCfCfAfEfg~g, ðŠÜ, Ü, è, Ü, ·B

**[ftf@fCf<CE`Ž®,išm”F]**

[“S”Ê] f^fu ([fc[f<] - [flfvVf#f“]) ,ì [•¶’ ,đŠJ,,Æ,« ,Éftf@fCf<CE`Ž®,đŠm”F,·,é] f`fFfbfN  
f{fbfNfX,đflf“ ,Ü,½,íflft,É,µ,Ü,·Bftf@fCf<CE`Ž®,išm”F,¶flf“ ,É,È,Á,Ä,¢  
,éêê‡,íA“¼,ìfAfvfŠfP[fVf#f“ ,Ái¬,³,è,½ftf@fCf<,đŠJ,,Æ,« ,ÉŽg—p,·,éRf“fp[f^,đ’l’đ,·,é,±  
,Æ,³,Ä,« ,Ü,·Bftf@fCf<CE`Ž®,išm”F,¶flft,É,È,Á,Ä,¢  
,éêê‡,íA“KØ,ÈfRf“fo[f^,aŽ©“®“l,É’l’đ,³,êA•¶’ ,aŠJ,« ,Ü,·B

[•,μž,Ý^óü : ff[f^ ftf@fCf<,đŠJ,]

Šù'¶,ìff[f^ ftf@fCf<,đì<Æ't,ì•¶',É'}"ü,μ,Ü,·Bì<Æ't,ì•¶',¶,μž,Ý^óü,ìffCf"•¶',É,È,Á,Ä,č  
,È,čé¶,íAfCf"•¶',É,È,è,Ü,·B

[•,μž,Ý^óü : fwfbf\_[ ftf@fCf<,đŠJ,]

'l'đ,μ,½fwfbf\_[ ftf@fCf<,đi<Æ't,ì•¶'É'}“ü,μ,Ü,·B̀i<Æ't,ì•¶',•,μž,Ý^óü,ìfCf“•¶',É,È,Á,Ä,č  
,È,čê±,íA fCf“•¶',É,È,è,Ü,·Bfwfbf\_[ ftf@fCf<“à,ìfwfbf\_[ fCfR[fh,íA f^  
ftf@fCf<,ìfwfbf\_[ fCfR[fh,ì'ä,í,è,ÉŽg,í,ê,Ü,·B

[·,μž,Ý^óü : fAfhfĈfX' ,đŠJ,]

·,μž,Ý^óü,ìff[f^ ftf@fCf<,Æ,μ,ÄŽg,í,ê,é“dŽqfAfhfĈfX' ,Ü,½,í~A—æ,ì^ê—,đ'!đ,μ,Ü,·B



**[à—e•ïX]**

f\_fCfAf□fO f{fbfNfX,đŠJ,«,Ü,·□B,±,lf\_fCfAf□fO  
f{fbfNfX,Å,í□A, ,é•¶□',âfef“fvf□□[fg“à,ìĈÂ□X,lfXf^fCf<□A'èĈ^<â□A'ĚŽ©,Éî□¬,μ,½fc□[f<fo□[□A,“,æ  
,Ňf}fNf□,lfvf□fWfFfNfg“à,lfAfCfef€,đ□A'¼,ì•¶□',âfef“fvf□□[fg,ÉfRfs□[.Ā,«,Ü,·□B

[ftf@fCf<-¼,É,æ,é^óü]

CE»Ý,ì•¶',ð^óü,.,éftf@fCf<-¼,ð"ü—Í,μ,Û,·B

[·,μž,Ÿ^óü : fNfGfŠ[ flfvVf#f“]

·,μž,Ÿ^óü,ifNfGfŠ[ flfvVf#f“,đŸ'è,Ü,½,í•ïX,μ,Ü,·B

[•,μž,Ÿ^óü : If ftB[f<fh,ì')“ü]

[Word ftB[f<fh,ì')“ü : IF] fCfAfO f{fbfNfX,ðŠ},ç,ÄAfCf“•¶',ìf<ì^Ê'u,É IF  
ftB[f<fh,ð')“ü,μ,Ü,·B

**[.μž,Ý^óü : Merge Rec ftfB[f<fh,ì'}“ü]**

fCf“•¶,ìj[f<,ì^È'u,ÉA MERGEREC ftfB[f<fh,ð'}“ü,μ,Ü,·BMERGEREC  
ftfB[f<fh,íA·,μž,Ý^óü,ìŠÔ,ìCE»Ý,ìff[f^ fCEfR[fh,ì”Ôt,ð'}“ü,μ,Ü,·BCE»Ý,ìff[f^  
fCEfR[fh,ì”Ôt,Æ,íACE»Ý,ìNfGfŠ[,ìCE<%È“à,À,ìff[f^ fCEfR[fh,ì^È'u,À,·B

**[·,μž,Ý^óü : Merge Seq ftfB[f<fh,ì'} "ü]**

fCf"·¶',ìj[f<f<,ì^Ê'u,ÉA MERGESEQ ftfB[f<fh,ð'}"ü,μ,Ü,·BMERGESEQ  
ftfB[f<fh,íACE»Ý,ì·,μž,Ý^óü,Å·,μž,Ü,ê,éff[f^ fCFR[fh,ì#~",Éî  
%ž,·,é"Ô†,ð'}"ü,μ,Ü,·B,½,Æ,ì,íA50 ` 100 ,ìCFR[fh,è·,μž,Ü,ê,½ê#AMERGESEQ  
ftfB[f<fh,íA50 "Ö-Ú,ìCFR[fh,è·,μž,Ü,ê,é,Æ,«,ÉA1 ,ð'}"ü,μ,Ü,·B

**[·,μž,Ý^óü : Next ftfB[f<fh,ì'}“ü]**

fCf“•¶',ìj[f<,ì^Ê'u,ÉANEXT ftfB[f<fh,ð'}“ü,μ,Ü,·BNEXT ftfB[f<fh,ÍA,½,Æ,ì,Î^¶-¼f  
%ofxf<,ìV[f<g,ì,æ,æ,ÉA1 ,Â,ì·,μž,Ý^óü,ì•¶',É•ì”,ìfCFR[fh,©,ç,ìff[f^,¶·,μž,ß,é,æ,æ,æ  
,ÉAZŸ,ìff[f^ fCFR[fh,É^Ús,μ,Ü,·B

**[·,μž,Ý^óü : Next If ftB[f<fh,ì'>"ü]**

[Word ftB[f<fh,ì'>"ü : Next Record If] f\_CfAfO f{fbfNfX,đŠ),ç,ÄAfCf"•¶',ìj[f<fh,ì^É'u,É NEXTIF ftB[f<fh,đ'>"ü,μ,Ü,·BNEXTIF ftB[f<fh,ì"äŠr,ìC<%oÊ,ª True ,ìê#ACE»Ý,ì·,μž,Ý^óü,ì•¶'"à,ì NEXTIF ftB[f<fh,É'±,·,μž,Ý^óü,ìftB[f<fh,ÉAZÝ,ìff[f^ fCFR[fh,đ·,μž,Ý,Ü,·B"äŠr,ìC<%oÊ,ª False ,ìê#,ìAZÝ,ìff[f^ fCFR[fh,ìV,μ,ç·,μž,Ý^óü,ì•¶',É·,μž,Ü,è,Ü,·B



**[.μž,Ý^óü : Skip If ftB[f<fh,ì'}“ü]**

[Word ftB[f<fh,ì'}“ü : Skip Record If] f\_fCfAfO f{fbfNfX,đŠJ,č,ÄAfCf“•¶',ìj[f<f<,ì^Ê'u,É SKIPIF  
ftB[f<fh,đ'}“ü,μ,Ü,·BSKIPIF ftB[f<fh,ì”ăŠr,ìCE<%oÊ,ª True  
,ìê#ACE»Ý,ì·,μž,Ý^óü,đŽæ,èÁ,μAŽÝ,ìff[f^ fCEfR[fh,É^Ú“® ,μ,Ü,·B

[•,μž,Ÿ^óü : Fill In ftB[f<fh,ì'>“ü]

[Word ftB[f<fh,ì'>“ü : Fill-in] f\_fCfAfO f{fbfNfX,đŠ},t,ÄAfCf“•¶',ìj[f<fh,ì^Ê'u,É FILL-IN ftB[f<fh,đ'>“ü,μ,Ü,·B

[•,μž,Ÿ^óü : Ask ftfB[f<fh,ì')“ü]

[Word ftfB[f<fh,ì')“ü : Ask] f\_fCfAfO f{fbfNfX,ðŠ},ç,ÄAfCf“•¶',ìj[f<fh,ì^É'u,É ASK  
ftfB[f<fh,ð')“ü,μ,Ü,·B

[•,μž,Ÿ^óü : Set ftfB[f<fh,ì'}“ü]

[Word ftfB[f<fh,ì'}“ü : Set] f\_fCfAf□fO f{fbfNfX,đŠ),ç,Ä□Af□fCf“•¶□',ìf)□[f<ì^Ê'u,É SET  
ftfB[f<fh,đ'}“ü,μ,Ü,·□B

[•,μž,Ÿ^óü : fŠfZfbfg]

fCf“•Ÿ',©,cff[f^ ftf@fCf<,"æ,Ńfwfbf\_[] ftf@fCf<,đíœ,μ,ÄA•W€,ì Word •Ÿ',É•ïX,μ,Ü,·B

[•,μž,Ý^óü : ff[f^ ftf@fCf<,ìì~]

•,μž,Ý^óü,ÉŽg—p,·,éff[f^,đš" [,·,é Word •¶',đì~ ,μAì<Æ't,ì•¶',ÉV,μ,¢ff[f^  
ftf@fCf<,đ'}"ü,μ,Ü,·Bì<Æ't,ì•¶',•,μž,Ý^óü,ìfCf"•¶',É,È,Á,Ä,¢  
,É,¢é¢,íAfCf"•¶',É,È,è,Ü,·B

[•,μž,Ÿ^óü : fwfbf\_[ ftf@fCf<,l̀i~]

•,μž,Ÿ^óü,ÉŽg—p,·,éff[f^ ftf@fCf<,lfwfbf\_[ fCfR[fh,l̀ä,í,è,ÉŽg—p,·,éfwfbf\_[ fCfR[fh,đŠi"[·,é  
Word

•Ÿ',đi~,μA<Æ't,ì•Ÿ',ÉV,μ,cfwfbf\_[ ftf@fCf<,đ'}"ü,μ,Ü,·B<Æ't,ì•Ÿ',•,μž,Ÿ^óü,lfCf"•  
Ÿ',É,È,Á,Ä,ç,È,çé#,íAfcf"•Ÿ',É,È,è,Ü,·B

[‘O, ìfzfNfVfzf“, Ö^Ú“®]

□<Æ’t, ì•¶□’, ì‘O, ìfzfNfVfzf“, Éfj□[f<, ð^Ú“®, μ, Ü, ·□B



[ŽŸ,lfzfNfvfzf“,Ö^Ú“®]

□<Æ'+,ì•¶□',ìŽŸ,lfzfNfvfzf“,Éfj□[ſf<,đ^Ú“®,µ,Ü,·□B

['O,ifj[fw,ö^ú“®]

□<Æ't,ì•¶□',ì'O,ifj[fw,Éfj[f<,δ^ú“®,μ,Ü,·□B

[ŽŸ,İfy[fW,Ö^Ú“®]

□<Æ’t,İ•¶□’,İŽŸ,İfy[fW,Éf□[f<,δ^Ú“®,μ,Ü,·□B

['O,ì<r'□,Ö^Ú“®]

□ì<Æ't,ì•¶□',ì'O,ì<r'□,Éfj□[f<,δ^Ú“®,μ,Ü,·□B

[ŽŸ,ì<r'□,Ö^Ú“@]

□ì<Æ't,ì•¶□',ìŽŸ,ì<r'□,Éf□[f<,δ^Ú“@,μ,Û,·□B

['O,ì•¶--<r'□,Ö^Ú“®]

□<Æ't,ì•¶□',ì'O,ì•¶--<r'□,Éf□[f<,δ^Ú“®,μ,Û,·□B

[ŽŸ,ì•Ÿ--<r'□,Ö^Ú“®]

□ì<Æ't,ì•Ÿ□',ìŽŸ,ì•Ÿ--<r'□,Éf□[Ÿf<,đ^Ú“®,μ,Û,·□B

**[fifufWfFfNfg,ì•Ò□W]**

'l'ð,μ,½-,,ß□ž,ÝfifufWfFfNfg,ðfAfnfefBfu,É,μ□A•Ò□W,μ,½,è□A'l'ð,μ,½fAfCfRf",ÉŠ,,è"-,Ä,ç,è,Ä,ç  
,éfTfEf"fh,âfrffl,ìftf@fCf<,ð□Ä□¶,μ,Ü,·□B[fifufWfFfNfg,ì•Ò□W] ,í□A'l'ð,μ,½-  
,,ß□ž,ÝfifufWfFfNfg,ðf\_fuf<fNfŠfbfN,·,é,ì,Æ"-,¶,Ä,·□B



[s, i, , , i'è]

[fz, i, , , ] f\_c f\_a f\_o f\_x ([Erü] - [fz, i, , , ])  
,đš, «A\à, i'è, μ, ½s, i'ž®, ð'è, μ, ü, ·B

**[—ñ,ì•□,ì□Ý'è]**

[fZf<,ì•□,Æ□,,³] f\_fCfAf□fO f{fbfNfX ([Cër□ü] - [fZf<,ì•□,Æ□,,³]) ,ðŠ],«□A•\“à,ì'ì'ð,μ,½—  
ñ,ì□'Ž® ,ð□Ý'è,μ,Ü,·□B

**[•\,ìfì[f]gftfH[f]fbfg]**

^È'O,É [•\,ìfì[f]gftfH[f]fbfg] fRf}f"fh,ðŽg,Á,ÄÝ'è,μ,½Ž® ,ðŽg,Á,ÄAfj[f]f<,ª, ,é•\ ,ìŽ® ,ðXV,μ,Û,·B,½,Æ,!,îA[•\,ìfì[f]gftfH[f]fbfg] fRf}f"fh,ðŽÀs,μ,½CEä,És,â—ñ,ð'Ç %Á,·,é,ÆA[•\,ìfì[f]gftfH[f]fbfg] ,ìAV,μ,çZf<,ìŽ® ,ðÝ'è,μ,Û,·B

[fY][f€]

“ü—í,³,e,½fp[fZf“fg,ìŽw’è,É,μ,½,ª,Á,ÄA□ì<Æ’t,ì•¶□’,ì•\Ž!”{-!,ð•ï□X,μ,Ü,·□B

【%°□',«•\Ž!】

%°□',«•\Ž!É•ĭ□X,μ,Ü,·□B%°□',«•\Ž!Å,Í□A,Ù,Æ,ñ,Ç,ì•¶Žš□'Ž® ,đfAf“f\_□[f%ofCf“,Æ'¾Žš,É,μ,Ä•\Ž! ,μ□AfOf%ofBfBfNfX,đ<ó” ,}f{fbfNfX,Å•\Ž! ,μ,Ü,·□B•iŽG,È□'Ž® ,□Y'è,³,è,Ä,ç,é•¶□',đ%°□',«•\Ž! ,É,·,é,Æ□A•\Ž!'¬“x,đ'¬,·,·,é,±,Æ,²,Å,«,Ü,·□B

**[V,μ,ϕfc[f:fo]]**

V,μ,ϕfc[f:fo],δ̀-μAf{f^f",δ'Ç%Á,Á,«,Ü,·B

[fXfe[f^fX fo[,i•\Ž!]

fXfe[f^fX fo[,i•\Ž!,Æ"ñ•\Ž!,ð∅,è'Ö,!,Ü,·B

[fwfbf\_[]/ftfbf^[][,ì•\Ž!]

fwfbf\_[][,“,æ,Ńftfbf^[][ fEfBf“fhfE~g,đ%°°[]’,«f,[]fh,ÅŠ],«,Ü,·[]Bfy[][]fW fÆfCfAfEfg  
f,[]fh,É[]Ø,è’Ö,!,.,.É[]Afwfbf\_[][,âftfbf^[][,đ•Ò[]W,Å,«,Ü,·[]B



[fZfNfVf#f“<æ∅,è,ì’}“ü]

fj∅[f∅,ì^Ê'u,ÉfZfNfVf#f“<æ∅,è,ð’}“ü,μ,Ü,·∅BfZfNfVf#f“<æ∅,è,É,í∅A∅∅[f∅,è, ,éfZfNfVf#f“,Æ“~,¶∅’Ž®  
,è∅Y’è,è,è,Ü,·∅B

[•¶--<r'□,ì'}"ü]

f□[f\<,ì^Ê'u,É•¶--<r'□<L□†,đ'}"ü,μ,Ü,·□B•¶--<r'□,í□AfZfNfVf†f",Ü,½,í•¶□',ì□ÅĀě,É•\Ž†,³,è,Ü,·□B

[•¶--<r'□,ð<r'□,É•ï□X]

œ»□Ý,ì•¶□“à,ì,·,x,Ä,ì<r'□,ð•¶--<r'□,É•ï□X,μ,Û,·□B

[<r'□,ð•¶--<r'□,É•ï□X]

CE»□Ý,ì•¶□“à,ì,.,x,Ä,ì•¶--<r'□,ð<r'□,É•ï□X,μ,Ü,·□B

[<r'□,Æ•¶--<r'□,ì"ü,ê'Ö,;]

Ⓔ»□Ý,ì•¶□"à,ì,·,×,Ä,ì<r'□,ð•¶--<r'□,É□A,Ü,½,Í,·,×,Ä,ì•¶--<r'□,ð<r'□,É•Ï□X,μ,Ü,·□B

["¼ŠpfXfy[]fX,i'}"ü]

fj[]f^

f<,i^Ê'u,É"¼ŠpfXfy[]fX,ð'}"ü,µ,Ü,·B"¼ŠpfXfy[]fX,íA'SŠpfXfy[]fX,i"¼•a,i'â,«,<sup>3</sup>,lfXfy[]fX,Å,·B'SŠpf  
Xfy[]fX,íA"m" ,Æ"~,¶'â,«,<sup>3</sup>,lfXfy[]fX,Å,·B

[‘SšpfXfy□[fX,ì’}“ü]

fj□[fVf<,ì^Ê’u,É’SšpfXfy□[fX,đ’}“ü,μ,Ü,·□B’SšpfXfy□[fX,í□A"m" ,Æ“¯,¶’â,«,<sup>3</sup>,ìfXfy□[fX,Å,·□B

[ $\hat{o}$ “ $\hat{o}$ ]

'l'đ,μ,½•ŕŽš—ň,đ $\hat{o}$ €-Ú,Æ,μ,Ä“ $\hat{o}$ ,μ,Û,·B



[ñõø“o~^,ìž©“®ïï-]

ñõøï€-ú,ð“o~^,·,é,½,ß,ìfCf“ffbfNfX ftf@fCf<,ðšJ,ç,Ăžg—p,μAñõøï€-ú,ðž©“®“l,É“o~^,μ,Û,·B

[^ø-p•¶Œ£,ì“o~^]

^ø-pfe¶[fuf<,ÉŠÜ,ß,é^ø-p•¶Œ£,ð“o~^,μ□A•²—p,μ,Ü,·□B

[•²—p,ì•ÒW]

[•²—p,ì•ÒW] f\_fCfAfO f{fbfNfX,ÅA^ø—p•¶CEf^ê—,ì•²—p,ð'Ç%Á,Ü,½,Í•ïX,μ,Ü,·B

**[TOA Rich Edit Enter]**

[^ø—p•¶,ì“o~^] f\_fCfAf□fO f{fbfNfX,Å□A^ø—p•¶CE£^ê—“à,ì^ø—  
p•¶,đ“o~^□A•Ò□W□A,Û,½,í•ï□X,μ,Û,·□Bf\_fCfAf□fO f{fbfNfX,í•\Ž!,³,ê,½,Û,ÛŽc,é,ì,Å□A^ø—  
p•¶,đ,³,ç,É“o~^,Û,½,í•Ò□W,Å,«,Û,·□B

[ø, i] "ü"

fj [f, k, i, u, ø, ø, ø] "ü, μ, Ü, ·B"

[-ÚŽŸ,ì'}“ü]

fj[]fç<,ì^Ê'u,É-ÚŽŸ,ð'}“ü,µ,Ü,·[]B



**[-ÚŽŸ“o~^]**

'l'đ,μ,½•¶Žš—ň,ì—x,É□ATC (-ÚŽŸ“o~^) ftfB□[f;fh,đ']“ü,μ,Ü,·□B



[ ]}•\-ÚŽŸ,ì'}“ü]

□ì<Æ't,ì•¶□',ì□}•\”Ô□†,δ□W,β□Aƒ□[ƒf<,ì^Ê'u,É□}•\-ÚŽŸ,δ'}“ü,μ,Ü,·□B

[^ø-p•¶CE£ê—,ì'}“ü]

TA (^ø-p•¶CE£“o~^ ) ftfB[]f<fh, ©,ç^ø-p•¶,ð□W,ß□Ajj□[f<,ì^É'u,É ^ø-p•¶CE£ê—  
ftfB[]f<fh,ð'}“ü,µ,Ü,·□B

# [ ] • \-ÚŽŸfifvfVf#f“ ]

[ ] • \-ÚŽŸfifvfVf#f“ ] f\_fCfA f\_fO f\_{fbfNfX,đŠ},«[A ] • \-ÚŽŸ,đ[ ] ¬,.,é,Æ,«,lfifvfVf#f“,đ[ ] Ý'è,μ,Ü,·[B ] • \-ÚŽŸ,đ[ ] ¬,.,é[ ] ê[ ] †,í[A'ÆŽ ©,É[ ] ¬,μ,½[ ] ©[ ] o,μfXf^fCf<,đŽg,α,©[ ] AfXf^fCf<,l'ă,i,è,ÉftfB[ ] [f<fh,đŽg—p,μ,Ü,·[B

**[-ÚŽŸfifvfj#f"]**

[-ÚŽŸfifvfj#f"] f\_fCfAf□fO f{fbfNfX,đŠJ,«□A-ÚŽŸ,đ□ì□¬,·,é,Æ,«,ìfifvfj#f",đ□Ý'è,μ,Û,·□B-  
ÚŽŸ,đ□ì□¬,·,é□è□#,í□A'ÆŽ©,É□ì□¬,μ,½CE©□o,μfXf^fCf<,đŽg,α,©□AfXf^fCf<,ì'ă,í,è,ÉftfB□[f<fh,đŽg—  
p,μ,Û,·□B

**[•`%æfufWfFfNfg,ì'ì'ð,ð%øðœ]**

'ì'ð,μ,½•`%æfufWfFfNfg,ì'ì'ð,ð%øðœ,μA'í%ž,·,éAƒ“ƒj[<L+ ,ŠÜ,Ü,ê,Ä,ç,é'i—Ž,ìÅ% ,Éj[ƒ\ f<,ð^Ú“® ,μ,Ü,·B•i”,ì•`%æfufWfFfNfg,Š'ì'ð,³,ê,Ä,ç,éèè#,íA,È,,Æ,à 1 ,Â,ì'ì'ð,μ,½fufWfFfNfg,É'í %ž,·,éAƒ“ƒj[<L+ ,ŠÜ,Ü,ê,Ä,ç,éÅ% ,ì'i—Ž,Éj[ƒ\ f<,ð^Ú“® ,μ,Ü,·B

**[ŽŸ,ì•`%œflfufWfFfNfg,ð'ì'ð]**

ŽŸ,ì•`%œflfufWfFfNfg,ð'ì'ð,μ,Û,·B"ŽŸ,ì" flfufWfFfNfg,Æ,ÍA•`

%œflfufWfFfNfg,ì,Û,Æ,Û,è,ì't,ÅACE»Ý'ì'ð,μ,Ä,ç,éflfufWfFfNfg,ì 1 ,Âä,lfufWfFfNfg,ì,±

,Æ,Ä,·BÅä" ,É, ,éflfufWfFfNfg,â'ì'ð,³,è,Ä,ç,ééé,íAÅ%œ" ,lfufWfFfNfg,â'ì'ð,³,è,Û,·B

**[‘O,ì•`%ælfufWfFfNfg,ð‘I’ð]**

‘O,ì•`%ælfufWfFfNfg,ð‘I’ð,μ,Û,·B“‘O,ì" flfufWfFfNfg,Æ,íA•`

%ælfufWfFfNfg,ì,Û,Æ,Û,è,ì‘†,ÁACE»Ý‘I’ð,μ,Ä,ç,élfufWfFfNfg,ì 1 ,Â%º,lfufWfFfNfg,ì,±,Æ,Á,·BÁ  
%º•”,É, ,élfufWfFfNfg,è‘I’ð,è,Ä,ç,éêê‡,íAÁä•”,lfufWfFfNfg,è‘I’ð,è,Û,·B

**[fLXfg f{bfNfX,ifŠf“fN,ìì~]**

2 ,Â,lfLXfg f{bfNfX,đfŠf“fN,μAfXfg[fŠ[<sup>3</sup> 1 ,Â,lfLXfg f{bfNfX,©,çŽŸ,lfLXfg f{bfNfX,É—  
¬,μž,Ü,è,é,æ,α,É,μ,Ü,·BfŠf“fN,·,éLXfg f{bfNfX,íA%½,à“ü—í,<sup>3</sup>,è,Ä,ç  
,A,Ü,½¼,ifXfg[fŠ[,ÉfŠf“fN,<sup>3</sup>,è,Ä,ç,É,çó’Ó,Ä,È,,Ä,í,È,è,Ü,<sup>1</sup>,ñB,È,“AfŠf“fN,<sup>3</sup>,è,½LXfg  
f{bfNfX,íA1 ,Ä,ì•¶,ì’t,É, ,é•K—v,<sup>3</sup>, ,è,Ü,·B



**[fɛfLɔXfg f{fbfNfX,ɪŝf“fN,ɪ%øðœ]**

'l'ð,μ,½fɛfLɔXfg f{fbfNfX,Æ,»,)Ĉã,ɪfɛfLɔXfg f{fbfNfX,ɪŝf“fN,ð%øðœ,μ,Û,·BfXfg[fŝ[.l“r't,Åŝf“fN,ð  
%øðœ,·,é,ÆA2 ,Â,ɪXfg[fŝ[,ði¬,·,é,±,Æ,É,È,è,Û,·B  
%øðœ,μ,½^É'u,æ,è'O,ɪŝf“fN,“,æ,ŦĈã,ɪŝf“fN,íY'è³,é,½,Û,Û,Å,·,ªA%øðœ,μ,½^É'u,ì'O,ɪfɛfLɔXfg  
f{fbfNfX,ªĈã,ɪfɛfLɔXfg f{fbfNfX,É,È,èĈã,ɪfɛfLɔXfg f{fbfNfX,É,ɪXfg[fŝ[,í¬,μž,Û,è,È,-  
,É,è,Û,·B

[ŽŸ,lfefLfxfg f{fbfNfx,Ö^Ú“®]

fxfg[]fš[][,ª—¬,μž,Ü,é,Ä,ç,éžŸ,lfefLfxfg f{fbfNfx,đ'ı'đ,μ,Ü,·BžŸ,lfefLfxfg

f{fbfNfx,Æ,ÍACE»Ÿı'đ,μ,Ä,ç,éfefLfxfg f{fbfNfx,ìžŸ,Éfšf“fN,³,é,Ä,ç,éfefLfxfg f{fbfNfx,Å,·B

[‘O,lfefLfxfg f{fbfNfx,Ö^Ú“®]

fXfg[fš[<sup>a</sup>—,μž,Ü,ê,Ä,ç,é’O,lfefLfxfg f{fbfNfx,đ’l’đ,μ,Ü,·B’O,lfefLfxfg  
f{fbfNfx,Æ,íACE»Ý’l’đ,μ,Ä,ç,éfefLfxfg f{fbfNfx,l’O,Éfšf“fN,<sup>3</sup>ê,Ä,ç,éfefLfxfg f{fbfNfx,Å,·B

[•ŋžš,ì-ô,©,¯]

•ŋžš,ì" wŋei,ì-ô,©,¯,đ•ïx,μ,Û,·□B

[-ô,©,¯]

'i-ž,¨,æ,ñ•\,lfzf,ì" wŋei,ì-ô,©,¯,đ•ïx,μ,Û,·□B

**[C̣eṛü]**

'i—ẓ̌A•\,lfẓf̣<̣A,̣,̣æ,̣ṇ̃},̣ìC̣eṛü,̣ð•̣ị̈X,̣μ,̣Û,̣·̣B

[fZfNfVf}f“ fŒfCfAfEfG,ìŸ'è]

'l'δ,μ,½fZfNfVf}f“,ÉfZfNfVf}f“ fŒfCfAfEfG,δŸ'è,μ,Û,·B,±,ìfRf}f“fh,íAWord  
,ì^È'O,ìfo[fWf}f“ ,Æ,ìŒŸŠ·«,δ•Û,Â,½,β,É, ,è,Û,·B

[f][gftfH[f]fbfg,ì•ïX,ìŠm”F]

ĈÂX,ìf][gftfH[f]fbfg,ì•ïX,đ•\Ž!,μAŠm”F,μ,½,èA³”F,μ,½,èA•ïX,đĈ³,É-β,·,±,Æ,ª,Å,«,Ü,·B

[fXf^fCf<,i]Á'è<]

«»Ý,i'í'í'í,i'Ž®,É^é'v,.,é,æ,«,É[]AfXf^fCf<,i'è<` ,đ•İ[]X,μ,Ü,·[]B



# [f][g][Xf^fCf<,i]Ä'è<`]

f\_fCfA f\_{f}bfNfX,ø•\Ži,¹,,ÉACE»Ý,ì'ì"í^í,É^è'v,·,é,æ,ɣ,  
ÉŽ©“@“ì,ÉfXf^fCf<,ì'è<,ð•ïX,μ,Ü,·BŽ©“@“ì,ÉXV,³,è,È,ç,æ,ɣ,É,·,é,É,íA[Ž©] fffj...[,i,  
[fXf^fCf<],đfNfŠfbfN,μAfXf^fCf<,ð'ì'ð,μ,Ä [·ïX],đfNfŠfbfN,μA[Ž©“@“ì,ÉXV,·,é] f`fFfbfN  
f\_{f}bfNfX,đfift,É,μ,Ü,·B

[fXf^fCf<,i□Y'è]

'l'δ,μ,½'i—Ž,É□Y'è,·éfXf^fCf<,đfNfŠfbfN,μ,Ü,·□B

**[C@O,μ 1]**

'l'δ,μ,½'i—Ž,É [C@O,μ 1] fXf^fCf<,δŸ'è,μ,Ü,·B

**[Œ©□o,μ 2]**

'l'δ,μ,½'i—Ž,É [Œ©□o,μ 2] fXf^fCf<,δ□Ý'è,μ,Ü,·□B

**[Œ©□o,μ 3]**

'l'δ,μ,½'i—Ž,É [Œ©□o,μ 3] fXf^fCf<,δ□Ý'è,μ,Ü,·□B

**[fɛfLɪXfg f{fbfNfX,ðfɛfCfAfEfg~g,É•İŞ•]**

'l'ð,µ,½fɛfLɪXfg f{fbfNfX,ð Word ,lfɛfCfAfEfg~g,É•İŞ•,µ,Ü,·BfɛfCfAfEfg~g,ðC³,·,é,É,ÍA[İ'Ž®]  
fɪfj...[l,İ [fɛfCfAfEfg~g] ,ðŽg,ç,Ü,·B

[ŽŸ,ì•¶í□Z□³,ìCE<%oÊ]

□ì<Æ't,ì•¶í',Å□AfXfyf< f~fX,μ,Ä,ç,éŽŸ,ì'PCEê,ð'l'ð,μ,Ü,·□B

[,±,ì•¶,ð-³Ž<.,.é]

'l'ð,µ,½•¶í,ìŠÔ^á,ç,ð-³Ž<,µ,Ä¶A•¶í¶Z¶³,ì<L¶t,ðí¶œ,µ,Û,·¶B



## [fɲfɔtʃi][fVfɔfʰ]

• 11 "à, ì%oo p' PCEê, ì "K Ø, È^Ê'u, Éfɲfɔtʃfʰ, ð' } "ü, µ, Ü, · Bfɲfɔtʃfʰ, ð' } "ü, ·, éŠe^Ê'u, Å, t  
, Á, ½, ñ' à Ž ~, ·, é, ì, Å Afɲfɔtʃi [fVfɔfʰ], ì^Ê'u, ð· ì X, µ, ½, è Afšm" F, µ, Ä' } "ü, µ, ½, è Afɲfɔtʃi [fVfɔfʰ], ð Ž ~, ß,  
é, ±, Æ, ³, Å, «, Ü, · B

[•İX“à—e,ì'g,Ýž,Ý] ([fc[f<] fffj...])

Žw'è,μ,½•¶',ìİX,ì—š—đ,đ,Ü,Æ,ß,ÄA'Æ't,ì¶',É'}“ü,μ,Ü,·B

**[ĀvŽŽÀs]**

'l'đ"í^í,đ"Ž®,Æ•]‰ž,μĀvŽŽĀ‰‰Ē,đXfe[f^fX fo[,É•\  
Ž!,μ,Ü,·BĀvŽŽĀ‰‰Ē,ÍfNfŠfbfvf{[fh,É,à•ŪŽ,³,é,Ü,·B

[fVf#[]fgf]fbfg fL[].iŠ,,è“-,-,Ä]

[fL[]f{[]fh,lf+[]fU[][]Ý'è] f\_fCfAf[]fO

f{fbfNfX,đŠ),«[]A'g,Ý[]ž,Ý,lfRf}f"fh[]Af}fNf[]AfHf"fg[]A'èCE^<â[]AfXf^fCf<[]A,Ü,½,Í•W[]€  
,i<L[]t,ÉfVf#[]fgf]fbfg fL[]i,đŠ,,è“-,-,Ä,½,è[]AŠ,,è“-,-,Ä,đ%ø[]œ,μ,Û,·[]B

**[fñjf... [ fRf}f“fh,ì'Ç%Á]**

,±,ìfRf}f“fh,đŽÀs,·,é,ÆAf|fCf“f^,ìE` ,²fvf%ofX<L□t ( + ) ,É•ï,í,è□AZÿ,ÉfNfŠfbfN,μ,½fRf}f“fh,²fñjf...  
□[,É'Ç%Á,³,è,Ü,·□B'g,Ý□ž,Ý,ìfRf}f“fh,ìfRf}f“fh,ìŠù'è,ìfñjf...□[,É'Ç%Á,³,è□Af}fNf□,í [fc□[f<] fñjf...  
□[,ì□ÅCEã,É'Ç%Á,³,è,Ü,·□BfVf†□[fgfjfbfg fñjf...□[,É,ìfRf}f“fh,đ'Ç%Á,μ,Ü,¹,ñ□B

**[fɔfjɪ... [fRf}f“fh,ìííœ]**

,±,ìfRf}f“fh,ðŽÀs,·,é,ÆAfjCf“f^,ìCE` ,əf}fCfifX<L t (-) ,É•ï,í,èAŽŸ,ÉfNfŠfɔfN,μ,½fɔfjɪ...  
 [fRf}f“fh,Ü,½,ífVf# [fgfjfbfg fɔfjɪ... [ìfRf}f“fh,əííœ,³,è,Ü,·Bfc [f<fo [ìf{f^f“ ,É,í,±  
 ,ìfRf}f“fh,í“ @ì,μ,Ü,¹,ňB

[fRf}f“fh^ê—]

□V,μ,ϕ•¶□',đ□ì□¬,μ□A'g,Ý□ž,ÝfRf}f“fh,Æ,»,ê,ç,ÉŠ,,,è“-,-,Ä,ç,ê,½fVf#□[fgfjfbfg fL□[.ì^ê—,đ'Ç  
%oÁ,μ,Ü,·□B

**[‘S”ÊfjfvfVf#f“]**

[fjfvfVf#f“] f\_fCfAf□fO f{fbfNfX ([fc□[f<] - [fjfvfVf#f“]) ,ì [‘S”Ê] f^fu,đŠ,«,Ü,·□B



**[ĀŸŠ·«f!fvfvf#f“]**

[f!fvfvf#f“] f\_fCfAf\_fO f\_{bfNfX ([fc[f<] - [f!fvfvf#f“]) ,ì [ĀŸŠ·«] f^fu,đšJ,«,Ü,·\_B

[^óüfjfvfVf#"]

[fjfvfVf#"] f\_CfAfO f{fbfNfX ([fc[f<] - [fjfvfVf#"]) ,ì [^óü] f^fu,đŠ),«,Ü,·B

[•Û'¶f¶v¶v¶f¶f"]

[f¶v¶v¶f¶f"] f\_CfAf□fO f{fbfNfX ([fc□[f<] - [f¶v¶v¶f¶f"]) ,ì [•Û'¶] f^fu,đš,«,Û,·□B

[•¶íZ³fjfvVf#“]

[fjfvVf#“] f\_CfAfO f{bfNfX ([fc[f<] - [fjfvVf#“]) ,ì [•¶íZ³] f^fu,đŠ,«,Ü,·B

**[fXfyf< f`fFfbfN,ìÄŽÀs]**

fXfyf< f`fFfbfN,ìfifvfjff“,đ•ïX,μ,½CEãA,Ü,½,íft[fU[Ž<â•â‘«—pŽ<đŠ],ç,½CEã,ÅAfXfyf<  
f`fFfbfN,đÄ“xŽÀs,μ,Ü,•B•¶,đÄf`fFfbfN,•,é,ÆA“à•”,ì[,•,×,Ä-³Ž<],ÉŽw’è,³,é,½€-  
Ú,šfŠfZfbfg,³,é,Ü,•B,»ì,½,ßAZŽ,ÉfXfyf< f`fFfbfN,đŽÀs,μ,½,Æ,«É,íA^È’O,É[,•,×,Ä-³Ž<]  
,đNfŠfbfN,μ,½,•,×,Ä,ìPCEè,Ä,Ñf`fFfbfN,³,é,Ü,•B

**[ft][fU][[î•ñ]fVf#“]**

[fVfVf#“] f\_CfAfO f{fbfNfX ([fc[f<] - [fVfVf#“]) ,ì [ft][fU][[î•ñ] f^fu,đŠ,«,Ü,·B

**[f][gftH[f]fbfg ffvVf#f"]**

[f][gftH[f]fbfg] f\_CfAfO f{fbfNfX ([fc[f<] - [f][gfRfEfNfg]) ,đŠ,«,Ü,·B

[^éŠ:fi□[fgftfH□[f}fbfg flfvfVf:f“]

[fi□[fgftfH□[f}fbfg] f\_fCfAf□fO f{fbfNfX ([fc□[f<] - [fi□[fgfRfCefNfg]) ,đŠj,«,Ü,·□B



**["ü—ÍfI[fqftfH[f}fbfg flfvfVf#f"]**

["ü—ÍfI[fqftfH[f}fbfg] f\_fCfAfO f{fbfNfX ([fc[f<] - [fI[fqfRfEfNfg]) ,đŠJ,«,Ü,·B

**[•İX—š—đfjvfVf#f“]**

[fjvfVf#f“] f\_CfAfO f{bfNfX ([fc[f<] - [fjvfVf#f“]) ,İ [•İX,İ—š—đ] f^fu,đŠ,«,Ü,·B

**[•ÒWfifvfVf#f“]**

[fifvfVf#f“] f\_fCfAfO f{fbfNfX ([fc[f<] - [fifvfVf#f“]) ,ì [•ÒW,Æ“ú-{Æê“ü—Í] f^fu,đŠ,«,Ü,·B

[•,μž,Ý^óü : “ňdŽR,©,Á,±,ì•,μž,ÝftB[f<fh,Ö,ì•İŠ•]

Macintosh "Á,ì Word 5.x ,Ü,½,Í Word 4.0 ,Áìì–,μ,½•¶'•,“ňdŽR,©,Á,± (« »)  
,đŠÜ,Þê¶.ÍA,»),ì•¶',đŠJ,ç,½,Æ,«,ÉA“ňdŽR,©,Á,±,Á^Í,Ü,è,½•¶Žš—  
ň,đ•,μž,ÝftB[f<fh,É•İŠ•,μ,Ü,•B

["·,μž,Ý^óü : "ňdŽR, ©,Á,±,ì·,μž,ÝftB[f<fh,Ö,ì•İŠ·,İŠm" F]

Macintosh "Á, Ì Word 5.x ,Ü,½, Í Word 4.0 ,Áìì-,μ,½•¶'·,³"ňdŽR, ©,Á,± (« »)  
,đŠÜ, Pêê¶. ÍA, » ,ì•¶' ,đŠJ, ç, ½, Æ, «, ÉA"ňdŽR, ©,Á,±, Á^Í, Ü, è, ½•¶Žš—  
ň,đ·,μž,ÝftB[f<fh,É•İŠ·,·,é, ©, Ç, x, ©, đŠm" F, Á, «, Ü, ·B

[fAfvfŠfP[fVf:f“,iŽÀ[s]

fNfŠfbfvf{[fh,Ü,½,ífRf“fgf[[f< fpf!f<,đ•\Ž!,μ,Ü,·B

[fvfŠf“fg f}fI[fWff,ìŽÀ[s]

fvfŠf“fg f}fI[fWff,đ<N“@,-,é,©A,Ü,½,ÍvfŠf“fg f}fI[fWff,ÉØ,è’Ö,!,Ü,·B

**[‘‘đ’’í’í, ìkò-]**

‘‘đ’’í’í, đAŽŸ, ìkò-, ³, È’P^È, Ékò-, μ, Û, ·B, »), ìê#, íA·¶‘‘S’ìAfZfNfVf#f‘‘A’i—ŽA·¶A’PCEêAfj[f\ f<, ì#, Ékò-, ³, è, Û, ·Bfj[f\ f<, íCE³, ì‘‘đ’’í’í, ìA¶%o, È’u, ©, è, Û, ·B%o½, à‘‘đ, μ, Ä, ç, È, ç, Æ, «, È  
[‘‘đ’’í’í, ìkò-] , đŽA[s, ·, é, ÆAf[r[fv%o¹, ²-Â, è, Û, ·B



[•W□€fXf^fCf<,i□Ý'è]

'I'δ,μ,½'i—Ž,É [•W□€] fXf^fCf<,δ□Ý'è,μ,Ü,·□B

## [ŽŸ,lfzf<]

•\,iŽŸ,lfzf<,i"à—e,đ'í'đ,μ,Ü,·□B•\“à,Å **Tab** fL□[,đ%Ÿ,μ,½□ê□#,Æ“~,¶,Å,·□B•i□",lfzf<,đ'í'đ,μ,Ä,ç  
,é□ê□#,í□A'í'đ"í'í,ì□æ"ª,lfzf<,i"à—e,đ'í'đ,μ,Ü,·□Bfj□[fzf<,ª□ÅĀĀ,lfzf<,É, ,é□ê□#,Ü,½,í□ÅĀĀ,lfzf<,đ'í'đ,μ,  
½□ê□#,í□A□V,μ,ç□s,ª'Ç%Ÿ,ª,é,Ü,·□B

## [‘O,lfzf<]

•\,i’O,lfzf<,i“à—e,đ’i’đ,μ,Ü,·□B•\“à,Å **Shift + Tab** fL□[,đ

%oÿ,μ,½□ê□#,Æ“~,¶,Å,·□B’i’đ”í’í,a•;□”,lfzf<,đšÜ,p□ê□#,í□A’i’đ”í’í,ì□æ“a,lfzf<,đ’i’đ,μ,Ü,·□B

**[s"à,ìæ"a,ìfzf<,Ö^Ú"®]**

•\`à,ìfj[f<,a, ,é[s,ìæ"a,ìfzf<,Éfj[f<,δ^Ú"®, ,é,©Afj[f<,a, ,é[s,ìæ"a,ìfzf<,Ü,Å'í'ð"í^í,δŠg'£  
,μ,Ü,·B'í'ð"í^í,a•;ì",ì[s,É,í,½,éê#;íA'í'ð"í^í,ìæ"a,ì[s,ìæ"a,ìfzf<,Éfj[f<  
f<,δ^Ú"®, ,é,©Aæ"a,ì[s,ìæ"a,ìfzf<,Ü,Å'í'ð"í^í,δŠg'£,μ,Ü,·B

**[s"à,ìACEã,ìfzf<,Ö^Ú"®]**

•\“à,ìfj□[f<,ª, ,é□s,Ü,½,í'ì"í^í,ìACEã,ìfzf<,Éfj□[f<,δ^Ú"®,.,é,©□A□fj□[f<,ª, ,é□s,Ü,½,í'ì"í^í,ìACEã,ìfzf<,Ü,Á'ì"í^í,δŠg'£,μ,Ü,·□B'ì"í^í,ª•;□",ì□s,É,í,½,é□é□#,í□A'ì"í^í,ìACEã,ì□s,ìACEã,ìfzf<,Éfj□[f<,δ^Ú"®,.,é,©□A□ACEã,ì□s,ìACEã,ìfzf<,Ü,Á'ì"í^í,δŠg'£,μ,Ü,·□B

**[—ñ“à,ìæ“a,ìfzf<,Ö^Ú“®]**

•\“à,ìfj□[f<,a, ,é—ñ,Ü,½,í‘ð”íí,ì—ñ,ìæ“a,Éfj□[f<,δ^Ú“®,.,é,©□A fj□[f<,a, ,é—ñ,Ü,½,í‘ð”íí,ì—ñ,ìæ“a,Ü,Á‘ð”íí,δŠg’£,μ,Ü,·□B‘í‘ð”íí,a•;□”,ì—ñ,É,í,½,ééê□#,í□A‘í‘ð”íí,ì□AÆä,aŠÜ,Ü,è,Ä,ç,é—ñ,ìæ“a,Éfj□[f<,δ^Ú“® ,μ,Ü,·□B

**[—ñ“à,ì□ÅĀĒã,ìfzf<,Ö^Ú“®]**

•\“à,ìfj□[fj<,ª, ,é—ñ,Ü,½,í‘ð”í^í,ì—ñ,ì□ÅĀĒã,Éfj□[fj<,ð^Ú“®,·,é,©□A f j □ [ f j <,ª, ,é—ñ,Ü,½,í‘ð”í^í,ì—ñ,ì□ÅĀĒã,Ü,Å‘ð”í^í,ðŠg’£,μ,Ü,·□B‘ð”í^í,ª•;□”,ì—ñ,É,í,½,é□é□#,í□A‘ð”í^í,ì%oE’[,ì—ñ,ì□ÅĀĒã,Éfj□[fj<,ð^Ú“®,·,é,©□A‘ð”í^í,ì%oE’[,ì—ñ,ì□ÅĀĒã,Ü,Å‘ð”í^í,ðŠg’£,μ,Ü,·□B

[ˈiːkæθ, è, iː] “ü]

fj [fʃ<, iː Êˈu, Éˈiːkæθ, è, ðˈ} “ü, μ, Ü, ·B



【**Ä**¬%»】

fAfvfŠfP[fVf#f“,Ü,½,Í•¶f“,)fEfBf“fhfE,ðfAfCfRf“,É,μ,Ü,·BfEfBf“fhfE,ðE³,ìTfCfY,Æ^Ê'u,É-  
ß,·,É,ÍAf^fCfjf· fo[f,ðfNfŠfbfN,Ü,½,Íf\_fuf<fNfŠfbfN,μ,Ü,·B

[□Å'å%o»]

fAfvfŠfP□[fVf#f“,Ü,½,Í•¶□',)fEfBf“fhfE,ð%oæ-Ê'S'ì,É•Ž|,μ,Ü,·□BfEfBf“fhfE,ðCE³,lfTfCfY,Æ^Ê'u,É-  
ß,·,É,Í□Af^fCfjf· fo□[,ðfNfŠfbfN,Ü,½,Íf\_fuf<fNfŠfbfN,μ,Ü,·□B

[ $\mathbb{C}^3$ ,  $\text{IFTfCfY}$ ,  $\mathbb{E}-\mathbb{B}$ ,  $\cdot$ ]

fEjBf“fhfE,  $\delta$   $\square$   $\mathbb{A}\mathbb{C}^3$ ,  $\text{IFTfCfY}$ ,  $\mathbb{A}^{\hat{\mathbb{E}}}$  u,  $\mathbb{E}-\mathbb{B}$ ,  $\mu$ ,  $\ddot{\mathbb{U}}$ ,  $\cdot$   $\square$  B

**[f]fNf f{f^f",iŽÀs]**

'l'đ,μ,½ GOTOBUTTON ftfb[f<fh,ÁŽw'è,³,è,½^Ê'u,Éfj[f\<,đ^Ú"@,μ,Ü,·□B,Ü,½,í□A'l'đ,μ,½  
GOTOBUTTON ftfb[f<fh,ÁŽw'è,³,è,½f}fNf,đŽÀ□s,μ,Ü,·□B,±,é,í□A**Alt + Shift + F9** fL□[,đ  
%oŸ,μ,È,ª,ç□Aftfb[f<fh,iŽÀ□sCE<%oÊ,i't,Āf}fEfX,i%oEf{f^f",đf\_fuf<fNfŠfbfN,·,é,ì,Æ"~,¶,Ā,·□B

[ftfHf“fg,ì^Ù,È,é•ŕŽš,đ'í'đ]

ftfHf“fg,âftfHf“fg fTfCfY,â^Ù,È,é•ŕŽš—ň,â, ,é,Ü,Å□A'í'đ"í'í,đŠg'£,μ,Ü,·□B

**["z'u,ì^ù,è,é'i-ž,đ'í'đ]**

'i-ž,ì"z'u,è^ù,è,é•¶žš-ñ,è, ,é,ü,Å□A'í'đ"í'í,đšg'£,μ,ü,·□B'i-ž,ì"z'u,É,í□A%èE'μ,í□A't  
%oo>'μ,í□A□¶'μ,í□A-¼'['μ,í□A,,"æ,Ñ<í"™ Š,,è•t,̄,è,è,ü,·□B

[sŠÔ,î^Ù,È,é'i—Ž,đ'í'đ]

sŠÔ,î^Ù,È,é'i—Ž, ,é,Ü,ÅAfj[f<,î^Ê'u,©,ç'í'đ"í^í,đŠg'£,μ,Ü,·B

[Ÿ'è,ì^Ù,È,éCf“fff“fg,ð'í'ð]

¶,Ü,½,í%oE,lfCf“fff“fg,ìŸ'è,è^Ù,È,é'i—Ž,è, ,é,Ü,Å¶Aƒj¶[ƒf<,ì^Ê'u,©,ç'I'ð"í^í,ðŠg'£,μ,Ü,·B



[Ÿ'è,î^Ù,È,é^fu,ð'í'ð]

f^fu,ìŸ'è,â^Ù,È,é'í—Ž,â, ,é,Ü,ÅAfj[[f<,î^É'u,©,ç'í'ð"í'í,ðŠg'£,μ,Ü,·B

[F,î^ù,È,é•ŕŽš,đ'í'đ]

F,î^ù,È,é•ŕŽš—ñ,ª, ,é,Ü,ÅA'í'đ"í'í,đŠg'£,µ,Ü,·B

**[fCfCfAfEfg~g,ìííœ]**

'l'ð"í^í,ì,.,x,Ä,}fCfCfAfEfg~g,ðííœ,μ,Û,·BfefLfXfg,ìŽü^í,ÉfCfCfAfEfg~g,ð'}"ü,μ,½,Æ,«,ÉÝ'è,³,è,½C  
rü,íííœ,³,è,Û,¹,ñB

[f[]fj[]f...[] f,[] [fh,É[]Ø,è'Ö,;[]]

f[]fj[]f...[] fo[] [,ðfAfNfefBfu,É,µ,Û,·[]B[f[]fj[]f...[] f,[] [fh,É[]Ø,è'Ö,;[]] ,í[] **Alt** fL[] [,ð%°ÿ,µ,½[]ê[]#,Æ" ~,¶,Å,·[]B

[fy[fW"Ôt,ì'Ž@Ý'è]

CE»Ý,ìZfNfVf#",ìfy[fW"Ôt,ì'Ž@,ðÝ'è,μ,Û,·B

[200% Šg'á\Ž!]

%°'«f,[]fh,É∅,è'Ö,!,ÄA•W€,ì\Ž!fTfCfY,ì" {,ì'á,«,<sup>3</sup>,Å•¶',đ\Ž!,μ,Ü,·B

[75% Šg'á•\Ž!]

%°□',«f,□[fh,É□Ø,è'Ö,!,Ä□A•W□€,ì•\Ž!fTfCfY,ì 4 •²,ì 3 ,ì'á,«,<sup>3</sup>,Å•¶□',ð•\Ž!,μ,Ü,·□B

[^ŋæ, ðftʃfʰfg, ð'ž®ŷ'è]

••“>, ð^ŋæZš, ð•ŋžšž®ðŷ'è, µ, Ü, ·B



[••oIzš,iftfHf“fg,ì‘Ž®Ý’è]

••“>,ì•oIzš,ì•¶žš‘Ž®,đÝ’è,μ,Ü,•B

**[ftf@fcf· fivfvf#f"]**

[fivfvf#f"] f\_CfAf□fO f{fbfNfX ([fc□[f<] - [fivfvf#f"] ) ,ì [Šù'è,ìftfHf<f\_] f^fu,đš],«,Ü,·□B

[ftfHf<f\_,i]i[-]

V,μ,çfffBfÇfNfgfŠ,Ü,½,íftfHf<f\_,ði[-,μ,Ü,·B

**[ -ÚŽŸ,ìXV ]**

ì¸Æ't,ì•¶ì',ì-ÚŽŸ (TOC ftfB[f<fh) ,ðXV,µ,Û,·B

[ŽŸ,İftfH[]f€ ftfB[]f<fh]

CE»Ÿ,İ•Ÿ“à,İŽŸ,İftfH[]f€ ftfB[]f<fh,đ'đ,μ,Ů,·B

[ 'O, ìftfH [f€ ftfB [f<fh]

CE> òÝ, ì•¶ ""à, ì'O, ìftfH [f€ ftfB [f<fh, ð'ì'ð, µ, Ü, ·B

[<r' : Āp'±Žž,ì<<ŠEü,ì•\Ž!]

<r',Ā•ŕ',ì•ŕŽš—ň,ìŠÔ,É•\Ž!,è,éA<r',ìĀp'±Žž,ì<<ŠEü,đŠÜ,ň,¼fEfBf“fhfE~g,đŠJ,«,Ü,·B





[<r' : Ćp'±Žž,ì«ŠEü,ì•\Ž!]

'O,ìfy[fW,©,çĆp'±,·,é<r'ì,ì•ŋŽš—ň,ì'O,É•\

Ž!,³,è,éA<r'ì,ìĆp'±Žž,ì«ŠEü,ðŠÜ,ƆfEƆBf“fhfE~g,ðŠJ,«,Ü,·B

[<r' : Ćp'±Žž,ì' ,ì•\Ž!]

<r' ,<sup>a</sup>O, ìfy [fW, ©, çĆp' ±, , é, ±, Æ, ðŽ!, , <r' , ìĆp' ±Žž, ì' , ðŠÜ, bfEfBf“fhfE~g, ðŠJ, «, Ü, · B

[•¶---<r'□ : <<ŠE□ü,ì•\Ž!]

•¶---<r'□,ì<<ŠE□ü,đ•\Ž!,μ,½,è•Ò□W,,·,éfEfBf“fhfE~g,đŠJ,«,Ü,·□B

[•¶--<r'□ : Ćp'±Žž,ì<«ŠE□ü,ì•\Ž!]

'O,ìfy□[fW, ©,çĆp'±,·,é•¶--<r'□,ì•¶Žš—ň,ì'O,É•\

Ž!,³,ê,é□A•¶--<r'□,ìĆp'±Žž,ì<«ŠE□ü,đŠÜ,þfEþf"fhfE~g,đŠj,«,Ü,·□B

[•ŋ--<r' : Ćp'±Žž,ì' ,ì•\Ž:]

•ŋ--<r' ,žŸ, òfy [fW, Ćp' ±, , é, ±, Æ, ðŽ|, •ŋ--<r' , Ćp' ±Žž, ò', ðšÜ, pfEfbf“fhfE~g, ðšJ, «, Ü, •B

[ ] } • \ " Ô □ t , ě Ž © " @ □ Ý ' è ]

Ž w ' è , μ , ½ Ž í — p , ĭ f ĭ f u f W f F f N f g , ž ' } " ü , ³ , ê , ½ , Æ , « , É □ A Ž © " @ " ĭ , É ' } " ü , ³ , ê , é □ } • \ " Ô □ t , đ Ž w ' è , μ , Ü , · □ B

[f%oofxf<-¼,ì' "ü]

[ ]·\ "Ô [ ] f\_fCfAf [ ]O f{fbfNfX ([ ' } "ü] - [ ]·\ "Ô [ ] ) ,ì [f%oofxf<-¼] f{fbfNfX,É [ ]V,μ,ç [ ]€-Ú,ð'Ç  
%oÁ,μ,Ü,· [ ]B

[ ] } • \ " Ô [ t , ì [ ' Ž ® ]

" Á ' è , ì Ž í — p , ì f A f C f e f € , É [ ' ' è , , é [ ] } • \ " Ô [ t , ì [ ' Ž ® , ð [ ' ' è , μ , Ü , · [ B



**[f] [g] [R] [f] [E] [N] [g] : 'u Š • Ć ã , ì • ¶ Ž š — ñ ]**

[“ü—í•â◊◊@”\,lfjvfVf#f”] f\_fCfAf◊fO f{fbfNfX ([fc◊[f<] - [f] [g] [R] [f] [E] [N] [g] ) , ì [f] [g] [R] [f] [E] [N] [g] ] f^fu, ì  
[“ü—í+ ,Éf [g] [R] [f] [E] [N] [g] ] f`fFfbfN f{fbfNfX, ðfj” ,Ü, ½, ífjft, É, μ, Ü, ◊B

**[f] [fgfRfCefNfg] : 2 • 1Žš-Úf` fFbfN f{fbfNfX}**

[“ü—í•â•<@”\,lfvfVf#”] f\_fCfAfO f{fbfNfX ([fc[f<] - [f] [fgfRfCefNfg]) ,ì [f] [fgfRfCefNfg] f^fu,ì [2  
• 1Žš-Ú, ð¬• 1Žš, É, , , é] f` fFbfN f{fbfNfX, ðfif” ,Ü, ½, Ífift, É, µ, Ü, ·B

**[f] [f] [g] [R] [f] [C] [E] [f] [N] [g] : [æ] "a, ì • 1 Žš f F f b f N f { f b f N f X }**

[ " ü — í • â • < @ " \ , ì f f v f V f f f " ] f \_ f C f A f f O f { f b f N f X ( [ f c [ f < ] - [ f ] [ f g f R f C E f N f g ] ) , ì [ f ] [ f g f R f C E f N f g ] f ^ f u , ì  
[ • 1 , ì [æ] "a • 1 Žš , ð ' â • 1 Žš , É , , é ] f ` f F f b f N f { f b f N f X , ð f f " , Ü , ½ , í f f t , É , μ , Ü , • B

**[f] [fgfRfCfNfg] : -j" úf` fFbfN f{fbfNfX}**

[ "ü—í•â•<@" \,lfvfVf#f" ] f\_CfAfO f{fbfNfX ([fc[f<] - [f] [fgfRfCfNfg]) ,ì [f] [fgfRfCfNfg] f^fu,ì  
[-j" ú, ìæ"ª•¶Žš, ð'â•¶Žš, É, , , é] f` fFbfN f{fbfNfX, ðfif", Ü, ½, íift, É, µ, Ü, ·B

**[f] [fgfRfCfNfg] : fNfH [fe [fVf] f` fFbfN f{fbfNfX]**

[“ü—í•â•<@”\,lfvVf] f\_cfAfO f{fbfNfX ([fc [f<] - [f] [fgfRfCfNfg]) ,ì [f,ðe f,É•ïX,.,é]  
f`fFbfN f{fbfNfX,ðf,Ü,½,Íft,É,µ,Ü,·B

**[f][g][R][f][E][f][N][g] : Caps Lock f`fFbfN f{fbfNfX}**

[“ü—í•â◊◊@”\,lfvfVf#”] f\_fCfAfO f{fbfNfX ([fc[f<] - [f][g][R][f][E][f][N][g]) ,ì [f][g][R][f][E][f][N][g] f^fu,ì  
[[CapsLock] fL[,,ì%öÿ,μŠÔ^á,ç,đC³,·,é] f`fFbfN f{fbfNfX,ðfif“,ü,½,íift,É,μ,Ü,·B

**[f][g][R][f][N] : -áŠO^ -]**

f][g][R][f][N], ì-áŠO^ -], ì^ê -], ì't, ©, ç'PCEê, ðíœ, μ, ½, èA^ê -], É'PCEê, ð'Ç%Á, μ, Ü, ·B -  
áŠO^ -], É, , é, ì, íAŽ © " ® " I, ÉC³, , é•K-v, ì, È, çA'å •Źš, Æ - •Źš, ã - Ý, μ, Ä, ç, é-pCEê, à -  
æCEê, Å, ·B

**[—v-ñ, ðfp [fzf“fe [fW]**

Ž © “ @ “ I, É ð ñ ¬, μ, ½ —v-ñ, É Š Ü, ß, é ð ú × “ à —e, ð f æ f x f <, ð ð ý ‘ è, μ, Ü, · ð B



[f` fFfbfN f{fbfNfX, ìifl"/fift]

f` fFfbfN f{fbfNfX, ìifl", Æfift, ð∅, e'Ö, ì, Ü, ·∅B

[fhf□fbfvf\_fEf“ fŠXfg f{fbfNfX]

fhf□fbfvf\_fEf“ fŠXfg,đŠJ,«,Ü,·□B

[ft][fU][Ž«',ì'Ç%Á]

ft[fU][Ž«',đfAfNfefBfu,É,μ,½,èA[]ì-[]A•Ò[]W[]A'Ç%Á[]A,Ü,½,Íí[]œ,đ[]s,ç,Ü,·[]B

[V,μ,ϕft][fU[Ž«']

V,μ,ϕft[fU[Ž«',đì¬,μ,Û,·B

[fAfvfŠfP[fVf+f“ fEfBf“fhfE,lfTfCfY•ïX]

fL[f{[fh,lfL[,đŽg,Á,ÄfAfvfŠfP[fVf+f“,âhfLf...f[f“fg,lfEfBf“fhfE,lfTfCfY,đ•ïX,Å,«,é,æ,æ,æ  
,ÉA•úŒüfL[,đŽg—p%oÂ“\,É,µ,Ü,·B

**[fAfvfŠfP[fVf+f“ fEfBf“fhfE,ì^Ú“®]**

fL[f{[fh,ìL[,đŽg,Á,ÄfAfvfŠfP[fVf+f“,âhfLf...f[f“fg,ìfEfBf“fhfE,ì^Ê’u,đ•ï[X,Å,«,é,æ,ɣ  
,É[A•úĀüfL[,đŽg—p%oÂ“\,É,μ,Û,·B

[Ú±]

fjbfjgf[fN fhf%ofCfu,Ö,ìÚ±,đŠm—s,μ,Ü,·B

[•\Ž!f!fvfVf#f“]

[f!fvfVf#f“] f\_fCfAf□fO f{fbfNfX ([fc□[f<] - [f!fvfVf#f“]) ,ì [•\Ž!} f^fu,đŠ,«,Ü,·□B“Á’è,ì•\Ž!f,□[fh,ì\ Ž!f!fvfVf#f“,đ□Ý’è,Á,«,Ü,·□B



**[fRf“fg fEfBf“fhfE,Ö^Ú“®]**

fRf“fg fEfBf“fhfE~g,Åj□[f<,ª, ,éfRf“fg,É'í%ž•t,¯,ç,è,Ä,ç,é•¶□',ì•¶Žš—  
ň,ð'l'ð,µ,Û,·□BfRf“fg,ª"}“ü,ª,è,½,Æ,«,É•¶Žš—ň,ª'l'ð,ª,è,Ä,ç,È,©,Á,½□è□#,í□A[fRf“fg  
fEfBf“fhfE,Ö^Ú“®] fRf}f“fh,ðŽg—p,·,é,Æ□A•¶□',ì•¶Žš—ň“à,lfRf“fg<L□t,ì'¼'O,Éj□[f  
f<,ð^Ú“®,µ,Û,·□Bj□[f<,lfRf“fg fEfBf“fhfE~g,lfRf“fg□ã,É, ,é•K—v,ª, ,è,Û,·□B

[ftfHf“fg,ì'uŠ·]

CE»Ÿ,ì•¶“à,ìŽg—p,Å,«,È,çftfHf“fg,ðACE»Ÿ,ìVfXfef€,ÅŽg—p,Å,«,éftfHf“fg,É'u,«Š·,!,Ü,·B

[%œ-Ê,ìXV]

f,fff^,ì%œ-Ê,ðXV,μ,ÄACE»Ý,ì%œ-Ê,ð•Ž!,μ,Ü,·B

[f][f<,đř,ö^ú“@]

f[f<,đ 1 •řžšř,ö^ú“@,μ,ü,·B© fL[,đ%Ÿ,μ,½éř,Æ“~,ř,Å,·B

[f] [f<,đ%oE,Ö^Ú"@]

f [f<,đ 1 •ŕŽš%oE,Ö^Ú"@,μ,Û,·B fL [,đ%oŸ,μ,½ê†,Æ"~,ŕ,Å,·B

[fj][f<,đ 1 'PĚê[ŕ,Ö^Ú"@]

fj[f<,đ 1 'PĚê[ŕ,Ö^Ú"@,μ,Û,·[B**Ctrl** + [© fL[,[,đ%oŸ,μ,½[ê[†,Æ"-,[ŕ,Å,·[B

[fj][f<,đ 1 'PĈê%E,Ö^Ú“@]

fj][f<,đ 1 'PĈê%E,Ö^Ú“@,μ,Û,·BCtrl + “ fL[,đ%ÿ,μ,½ê±,Æ“~,¶,Å,·B

[fj][f<,Ü,½,í'í'ð"í^í,ð□¶,Ö^Ú"®]

fj[f<,ð 1 •¶□¶,Ö^Ú"®,μ,Ü,·□B·\“à,ì<ó”,ìfZf<,í "•¶" ,Æ,μ,ÄŒvŽZ,<sup>3</sup>,ê□A'·,<sup>3</sup>,â<â“Ç“\_ÉŠÖŒW,È,-  
□A,·,×,Ä,ì'i—Ž,É□,È,,Æ,à 1 ,Â,ì•¶,â, ,é,Æ“FŽ<sup>-3</sup>,ê,Ü,·□B



[fj][f<,Ü,½,í'í'ð"í^í,ð%oE,Ö^Ú"@]

fj[f<,ð 1 •¶%oE,Ö^Ú"@,μ,Ü,·B·\“à,ì<ó”,ìfz<,í "•¶" ,Æ,μ,ÄÆvžž,³,êA'·,³,â<â“ç“\_Éšöæw,È,-  
A,·,×,Ä,ì'i—ž,É,È,,Æ,à 1 ,Â,ì•¶,³, ,é,Æ“Fž~³,ê,Ü,·B

**[1 'i—Žǎ,Ö^Ú"®]**

fj□[fƒ<,đ 1 'i—Žǎ,Ö^Ú"®,μ,Û,·□Bfj□[fƒ<,ǎ'i—Ž,ì□æ"ª,É, ,é□ê□#,í□A'O,ì'i—Ž,ì□æ"ª,Éfj□[f  
f<,đ^Ú"®,μ,Û,·□Bfj□[fƒ<,ǎ'i—Ž,ì□æ"ª,É,È,ç□ê□#,â'í'đ"í'í,ª, ,é□ê□#,í□ACE»□Ý,ì'i—Ž,ì□æ"ª,Éfj□[f  
f<,đ^Ú"®,μ,Û,·□BCE»□Ý,ì'í'đ"í'í,ª•;□",ì'i—Ž,É,í,½,é□ê□#,í□A□Ā□%,É'í'đ,³,ê,½'i—Ž,ì□æ"ª,Éfj□[f  
f<,đ^Ú"®,μ,Û,·□B

**[1 'i-Ž%º,Ö^Ú"®]**

fj□[fƒ<,đ 1 'i-Ž%º,ìŽŸ,ì'i-Ž,ì□æ"ª,Ö^Ú"® ,μ,Û,·□Bfj□[fƒ<,ª•¶□',ì□ÅĚã,ì'i-Ž,É, ,é□ê□#,í□A,»,ì'i-Ž,ì□ÅĚã,Éfj□[fƒ<,đ^Ú"® ,μ,Û,·□BĚ»□Ý,ì'i'đ"í^í,ª•;□",ì'i-Ž,É,í,½,é□ê□#,í□A'ì'đ"í^í,ì□ÅĚã,É'±,□Å□%º,ì'i-Ž,ì□æ"ª,Éfj□[fƒ<,đ^Ú"® ,μ,Û,·□B

[f][f<,ð 1 sã,ö^ú“@]

f][f<,ð 1 sã,ö^ú“@,μ,ü,·B

[f][f<,đ 1 [s%º,Ö^Ú“®]

f][f<,đ 1 [s%º,Ö^Ú“®,µ,Û,·B

[□¶,ì 1 •¶Žš,đ'í'đ]

f□[f¶<,ì□¶,ì 1 •¶Žš,đ'í'đ,μ,Ü,·□B**Shift** + □© fL□[,đ%oŸ,μ,½□é□¶,Æ“~,¶,Å,·□B

[%E'α,ì 1 •qžš,đ'í'đ]

fj[f\<,ì%E'α,ì 1 •qžš,đ'í'đ,μ,Ü,·BShift + " fL[,đ%Ÿ,μ,½ê±,Æ"~,¶,Å,·B

[f] [f] <, ì 1 'PCEê, ð' I' ð]

f] [f] <, ì 1 'PCEê, ð' I' ð, μ, Ü, · B **Ctrl + Shift** + © fL [ , ð% ° Ÿ, μ, ½ ê ±, Æ " ^, ¶, Å, · B



[f] [f<] [E'x] [PCEê,ð'í'ð]

f [f<] [E'x] 1 'PCEê,ð'í'ð,μ,Ü, [Ctrl + Shift + ] fL [ð%ÿ,μ,½] [Æ"~,¶,Å,·] B

**[‘I’ð”Í^Í,ð□¶,ÖŠg’£]**

fj□[fʃ<,ì□¶’α,ì 1 •¶,ð’I’ð,μ,Ü,·□B·\“à,ì<ó””,ìfZf<,í "•¶" ,Æ,μ,ÄŒvŽZ,<sup>3</sup>,è□A’·,<sup>3</sup>,â<â“Ç“\_ ,ÉŠÖŒW,È,-  
□A,·,×,Ä,ì’i—Ž,É□,È,,Æ,à 1 ,Â,ì•¶,ª, ,é,Æ”FŽ~<sup>3</sup>,è,Ü,·□BŠù,É’I’ð,<sup>3</sup>,è,Ä,ç  
,é”Í^Í,<sup>a</sup> ,é□ê□‡,ì□A•¶□’,ì□æ“ª,ÉŒü,©,Á,Ä’I’ð”Í^Í,ðŠg’£,μ,Ü,·□B

**[‘I’đ”Í^í,đ%oE,ÖŠg’£]**

fj[]f\<,ì%oE’x,ì 1 •¶,đ’I’đ,μ,Ü,·□B·\“à,ì<ó””,ìfZf<,í “•¶” ,Æ,μ,ÄvŽZ,³,è□A’·,³,â<â“Ç”\_ ,ÉŠÖvW,È,-  
□A,·,×,Ä,ì’i—Ž,É□,È,,Æ,à 1 ,Â,ì•¶,ª, ,é,Æ”FŽ~ ,³,è,Ü,·□BŠù,É’I’đ,³,è,Ä,ç  
,é”Í^í,ª, ,é□è□‡,ì□A•¶□’,ì□Ávë,Évü,© ,Á,Ä’I’đ”Í^í,đŠg’£,μ,Ü,·□B

**[1 'i—Žǎ,Ü,Ä'íð]**

'O,ì'i—Ž,Ü,Ä'íð"íí,ðŠg'£,µ,Û,·BŠù,É'íð,<sup>3</sup>,é,Ä,ç,é"íí,<sup>a</sup>, ,éêê£,íA•¶',ìæ"<sup>a</sup>,ÉÆü,©,Á,Ä'íð"íí,ðŠg'  
£,µ,Û,·B

**[1 'i—Ž%º,Ü,Ä'í'ð]**

ŽŸ,ì'í—Ž,ìæ“ª,Ü,Ä'í'ð"í'í,ðŠg'£,µ,Ü,·B,Ü,½,íAƒj[ƒf<,ª'i—Ž,ìACEã,É, ,éèè#,íAZŸ,ì'í—  
Ž,ð'í'ð,µ,Ü,·Bƒj[ƒf<,ª•¶',ìACEã,ì'í—Ž,É, ,éèè#,íA,»,ì'í—Ž,ìACEã,Ü,Ä'í'ð"í'í,ðŠg'£  
,µ,Ü,·BCE»Ÿ,ì'í'ð"í'í,ª•;¶",ì'í—Ž,É,í,½,éèè#,íA'í'ð"í'í,ìACEã,É'±,¶Aº,ì'í—  
Ž,ìæ“ª,Ü,Ä'í'ð"í'í,ªŠg'£,³,è,Ü,·B

[1 sã,Ü,Å'íð]

'íð'í'í,ð 1 sã,ÉŠg'£,µ,Ü,·B

[1 s%º,Ü,Å'í'ð]

'í'ð"í'í,ð 1 s%º,ÉŠg'£,µ,Ü,·B

[1 fy [fW ä, Ü, Å '1' ð]

'1' ð" í' í, ð Š g' É, µ A • ¶ ' , ì • \ Ž { fy [fW, ð' O, ì % œ - Ê, É • ï X, µ, Ü, · B



[1 fy [fW%º,Ü,Å'í'ð]

'í'ð"í'í,ðŠg'É,µA•¶'ì•\Ž{fy [fW,ðŽŸ,ì%æ-Ê,É•ïX,µ,Ü,·B

[s<sup>a</sup>, Ü, Å'í'ð]

CE»Ý,ìs,ìæ<sup>a</sup>,Ü,Å'í'ð"í'í,ðŠg'£,μ,Ü,·B

[s-- ,Ü,Å'ð"í^í,ðŠg'£]

£»Ý,ìs,ìÅ£ä,Ü,Å'ð"í^í,ðŠg'£,µ,Ü,·B

[fEfbf“fhfE,ìæ“a,Ü,Å‘í’ð]

%æ-Ê,É•Ž|,Å,«,éæ“a,ìs,Ü,Å‘ð”í^í,ðŠg’£,μ,Ü,·B

[%œ-Ê, Ì ÅĚã, Ü, Å'Í'ð"Í^Í, ðŠg'£]

%œ-Ê, Ê•Ž!, Å, «, é ÅĚã, Ìs, Ü, Å'Í'ð"Í^Í, ðŠg'£, μ, Ü, ·B

[•ŋ“a,Ü,Å‘í’ð]

•ŋ□’,ì□æ“a,ì□s,Ü,Å‘í’ð”í’í,ðŠg’£,μ,Ü,•□B

[•η--,Ü,Ä'δ"íí,δŠg'ε]

•η□',ì□Åεä,ì□s,Ü,Ä'δ"íí,δŠg'ε,μ,Ü,·□B

[Symbol ftfHf“fg,đŸ'è]

'l'đ,μ,½•Ÿš—ň,đ Symbol ftfHf“fg,đŽg,Á,Ä'Ž®Ÿ'è,μ,Ü,·B



[•¶íZ³,ìÚ×Ý'è]

[Ú×Ý'è] f\_fCfAfffO f{fbfNfX,đŠj,ç,ÄA•¶í,ì•¶íZ³,đ,·,é,Æ,«,ìK'¥,đ"ÆŽ©,ÉÝ'è,Å,«,Ü,·B

[•¶íZ³,ìÚ×]

[•¶íZ³] f^fu ([fc[f<] - [fjvfVf#f“]) ,ì [•¶í,ì“Ç,Ý,â,·,³,ð•]‰z,·,é] f`fFbfN  
f{fbfNfX,ðfj“ ,Ü,½,íift,É,µ,Ü,·B



[k~\Z]

%æ-Ê\Z!,ðk~,µ,ÄA,æ,è'½,,l"à-e,ð\Z!,µ,Ü,·B

[fTfufHf<f\_àŒŸ]õ]

fTfufHf<f\_àŠŮ,ß,ÄŒŸ]õ,µ,Û,·B

[V,μ,φ<ó,lfhfLf...f“fg]

•W€,lfef“fvfCE[fg,ÉŠî,Ä,ç,ÄA<ó,lf@fCf<,ðV,μ,ò¬,μ,Ü,·B

**[<ɤ—Lj, [fh]**

Œ»Ÿ, Ì•Ÿ, Í<ɤ—L, ³, ê, Ä, ç, Ü, ·B<ɤ—L, ³, ê, Ä, ç, é•Ÿ, ÍA•;Ÿ", Ìft[fU[.ª"~Žž, ÉŠ], ç  
, Ä•ÒW, Ä, «, Ü, ·B•Ÿ, ð•Û'Ÿ, µ, Ä•Ä, Ÿ, é, ÆA•ÏX"à—e, Ž©"®"I, É, Ü, Æ, ß, ç, êA-  
µ, " \_ªf`fFbfN, ³, ê, ÄA, »ê, ð, Ç, Ì, æ, ɤ, É^—, ·, é, ©, ð'I'ð, Ä, «, Ü, ·B

**[ftf@fCf<,]fCf“f|[]f9]**

[ftf@fCf<,]fCf“f|[]f9] f\_fCfAf[]fO f{fbfNfX,ÅŽw’è,μ,½ftf@fCf<,©,çff[]f^,ðfCf“f|[]f9,μ,Ü,·[]B



【%°□',«•\Ž!】

•\Ž!f,□[fh,đ%°□',«f,□[fh,É□Ø,è'Ö,i,Ü,·□B%°□',«f,□[fh,Í□A"ü—  
Í□A•Ò□W□A□'Ž@□Ý'è,È,Ç,ì,Ù,Æ,ñ,Ç,ìf□□[fh fvf□fzfbfT,ìì<Æ,đ,·,é,½,ß,ìŠù'è,ì•¶□'•\Ž!f,□[fh,Å,·□B

**[fjy[] [fW fCEfCfAfEfg •\Ž:]**

□\<Æ't, ì•¶□', ðfy[] [fW fCEfCfAfEfg f, □ [fh, É□Ø, è'Ö, ì, Ä•\Ž!, µ, Ü, ·□Bfy[] [fW fCEfCfAfEfg  
f, □ [fh, Å, í□A^ó□üžž, ìfCf□□ [fW, Å•¶□', ð•\Ž!, µ□A•Ò□W, ·, é, ±, Æ, æ, Å, «, Ü, ·□Bfy[] [fW fCEfCfAfEfg  
f, □ [fh, í, æ, è'½, ìfVfXfef€ f□f, fŠ, ðŽg—p, ·, é, ì, Å□A'A, É•¶□' "à, É'½, ì□}, à•; ŽG, É□Ž®, æŠÜ, Ü, è, Ä, ç  
, é□é□‡, È, Ç, ìfXfNf□□ [f<, æ'x, È, é, ±, Æ, æ, è, Ü, ·□B

**[fXfyf< f` fFbfN,Æ•¶í[Z³]**

□\<Æ't,ì•¶í',ìfXfyf< f~fX,â•¶í-@□ã,ìŠÔ^á,ç□A<L□qfXf^fCf<,ì—  
□,ê,È,Ç,ðf`fFbfN,μ□A□C□³,·,é,½,ß,ìÆó•â,ð•\Ž!,μ,Û,·□BfXfyf<  
f`fFbfN,Æ•¶í[Z³,ìfìvfvf#f“,ðÝ'è,·,é,É,í□A[fc□[f<] f□fj...□[.ì [fìfvfvf#f“] ,ðfNfŠfN,μ□A[•¶í[Z³]  
f^fu,ðfNfŠfN,μ,Û,·□B

**[Lotus Notes ff[f^fx[fX,É“Š[e]**

f[f^fx fm[c,ìff[f^fx[fX,É«»Ý,ìfhfLj...f“fg,ð’—M,μ,Ü,·B

**[ŽŸ, ĩ%ñ— —æ]**

□̀<Æ'†, ĩfhfLf...f□f“fg, δ□A%ñ— —æ, ÅŽw'è, ³, è, Ä, ç, éŽŸ, ĩ□Z% {ŽÒ, É%ñ— —, μ, Û, ·□B

[, Û, ©, ì%ñ— —æ]

ì<Æ't, ìfhfLf...f"fg, ðA%ñ— —æ, Å'! 'ð, μ, ½Z% { ŽÒ, É%ñ— —, μ, Û, ·B

[fOf%oft fEfBf“fhfE]

fOf%oft fEfBf“fhfE,ì•\Ž!,Æ”ñ•\Ž!,ð∅,è’Ö,!,Ü,·B

**[“h,è,Â,Ô,μfif“/fift]**

'l'δ,μ,½fufufWfFfNfg,©,ç“h,è,Â,Ô,μ,δííœ,μ,Û,·B,Û,½,ÍA'l'δ,μ,½fufufWfFfNfg,ÉŠù'è,l“h,è,Â,Ô,μ,δÝ'  
è,μ,Û,·B



[ü,ift]

'δ,μ,½fufWfFfNfg,©,çü,ðíœ,μ,Ü,·B,Ü,½,ÍA'δ,μ,½fufWfFfNfg,ÉŠù'è,ìü,ðÝ'è,μ,Ü,·B

[<£ñ,ì%øðŒ^]

<α—LfhfLj...fñ“fg“à,ì-μ,,·,é•ïX“à—e,ðŒÿðð,μA^—,Å,«,é,æ,α,É,μ,Û,·B



[ä'µ,;]

'l'δ,µ,½c',«,lfefLfXfgA''lA,Ü,½,Ís"à,lfufWfFfNfg,δAfefLfXfg f{bfNfX,Ü,½,Í\ ,lfzf<,ìä'[É'µ,i,Ü,·B%º'[Í•s'µ,ç,É,È,è,Ü,·B

**[%°‘μ,ι]**

'I'δ,μ,½□c□',«,lfefLfXfg□A□''I□A,Ü,½,Í□s"à,lfufWfFfNfg,δ□AfefLfXfg f{fbfNfX,Ü,½,Í"à,lfZf<,ì  
%°°[,É'μ,ι,Ü,·□B□ä'[ι,Í•s'μ,ç,É,È,è,Ü,·□B

['†%>'μ,;]

'l'δ,μ,½c□',«,lfefLfXfg□A□''l□A,Ü,½,Í□s"à,lfufjWfFfNfg,ð□AfefLfXfg f{fbfNfX,Ü,½,Í"à,lfZf<,ì□ã%°†  
%>,É'μ,;Ü,·□B

[-¼'['μ,;]

'l'δ,μ,½c□',«,lfefLfXfg□A□''l□A,Ü,½,í□s"à,lfufjWfFfNfg,ð□AfefLfXfg f{fbfNfX,Ü,½,í"à,lfZf<,ì□ã%°e—  
¼'[,δ'μ,;],Ü,·□B

**[‘O,ì•ïX%oÓŠ]**

‘O,ì•ïX%oÓŠ,ðŸ,μ,Ä‘δ,μ,Û,·B



[ŽŸ, Ì• Ĩ X% Ó Š]

ŽŸ, Ì• Ĩ X% Ó Š, ð Ę Ÿ ě, µ, Ä ' Ì' ð, µ, Ü, · B

**[fvf]pfefB]**

“dŽqf[f< fbfz[fW,]fvf]pfefB,đŸ’è,μ,Û,·B

[ftf@fCf<, ©, ç] ([']“ü] - [ ]] fTfufffj... [ ]

□<Æ'+, ìftf@fCf<, ìj□[f<, ì^Ê'u, É□AŠù'¶, ì□}, ð'}“ü, µ, Ü, ·□B

[ü, ¼, ³]

'δ, μ, ½ f f u f W f F f N f g, ì E r ü, ¼, ³, Ž w ' è, μ, Ü, · B

## [f] [fgfVfFfCfv] f [fj] ... [l]

' } "ü, Å, «, éfi [fgfVfFfCfv, iŽí—p, ð•\Ží, μ, Ü, ·Bfi [fgfVfFfCfv, iŽí—  
p, ðfNfŠfbfN, μA' } "ü, ·, éfi [fgfVfFfCfv, ðfNfŠfbfN, μ, ÄA i<Æ't, ifEfbf"fhfE, ifi [fgfVfFfCfv, ð' } "ü, ·, é^Ê'u, Å  
fNfŠfbfN, Ü, ½, ifhf%ofbfO, μ, Ü, ·Bfi [fgfVfFfCfv, iŠù'è, i c%oi, i" ä—!, ð•i, , , É•` %œ, ·, é, É, íA **Shift** fL [l, ð  
%oÿ, μ, È, ¢, cfhf%ofbfO, μ, Ü, ·B

[ü] fff...[

'}“ü,.,éfi[fjVfFfCfv,ðfNfŠfbfN,μA[i·Æ't,lfEfBf“fhfE,lf[fjVfFfCfv,ð}'“ü,.,é^Ê'u,ÅfNfŠfbfN,Ü,½,Ífhf  
%ofbfO,μ,Ü,·Bf[fjVfFfCfv,ÌŠù'è,ìc%oi,ì”ä—,ð•İ,.,É•`%æ,.,é,É,íA**Shift** fL[,ð%ÿ,μ,È,<sup>a</sup>,çfhf  
%ofbfO,μ,Ü,·B

[Ši-{}œ`] fñjf...[]

'}“ü,.,éfi[]fjgVfFfCfv,ðfNfŠfbfN,μ[]A[]i·Æ't,lfEfbf“fhfE,lf[]fjgVfFfCfv,ð'}“ü,.,é^Ê'u,ÅfNfŠfbfN,Ü,½,Ífhf  
%ofbfO,μ,Ü,·Bf[]fjgVfFfCfv,İŠù'è,ì[]c%oi,ì”ä—,ð•İ,.,É•`%œæ,.,é,É,í[]A**Shift** fL[][,ð%öÿ,μ,È,ª,çfhf  
%ofbfO,μ,Ü,·B

[fRfNf^] fffj...[]

'}“ü,.,éfi[]fjgVfFfCfv,ðfNfŠfbfN,μ[]A[]i·Æ't,lfEfbf“fhfE,lf[]fjgVfFfCfv,ð'}“ü,.,é^Ê'u,ÅfNfŠfbfN,Ü,½,Ífhf  
%ofbfO,μ,Ü,·[]Bf[]fjgVfFfCfv,ÌŠù'è,ì[]c%oi,ì”ä—!,ð•İ,!,.É•`%oæ,.,é,É,í[]A**Shift** fL[][,ð%oÿ,μ,È,<sup>a</sup>,çfhf  
%ofbfO,μ,Ü,·[]B



**['<sup>3</sup>/<sub>4</sub>—z]**

□ì<Æ't,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%ofbfO,μ,½^Ê'u,É'<sup>3</sup>/<sub>4</sub>—z,ð•`%œ,μ,Ü,·□B'<sup>3</sup>/<sub>4</sub>—z,ì□c%oi,ì"ä—  
!;ðŠù'è,ì,Ü,Ü,É,·,é□é□‡,í□**A**Shift fL□[,ð%Ÿ,μ,È,<sup>a</sup>,çfhf%ofbfO,μ,Ü,·□B

## [ČĚŽ]

!<Æ'+,lfEjBf''fhfE,ÅfNfŠfbfN,Ü,½,Ífhf%fbfO,μ,½^Ê'u,ÉCEŽ,đ•`%æ,μ,Ü,·BCEŽ,ìc%o;,"ä—  
!,đŠù'è,ì,Ü,Ü,É,·,éèè#,íA**Shift** fL[,đ%Ÿ,μ,È,<sup>a</sup>,çhf%fbfO,μ,Ü,·B

[‘å, ©, Á, ±]

□\<Æ’t, ìfEjBf“fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê’u, É’å, ©, Á, ±, ð•`%œ, μ, Ü, ·□B’å, ©, Á, ±, ì□c%o; ì”ä  
—¡, ðŠù’è, ì, Ü, Ü, É, ·, é□é□‡, Í□A**Shift** fL□[, ð%ÿ, μ, È, º, çfhf%ofbfO, μ, Ü, ·□B

['t, ©, Á, ±]

□\Æ't, ìfEjBf''fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%ofbfO, μ, ½^Ê'u, É't, ©, Á, ±, δ•`%æ, μ, Ü, ·□B't, ©, Á, ±, ì□c%o; ì"ä—  
!; ðŠù'è, ì, Ü, Ü, É, ·, é□é□±, í□A**Shift** fl□[, ð%ÿ, μ, È, º, çfhf%ofbfO, μ, Ü, ·□B

**[ 4 ]**

ÀÆ†, ÌfEjBf“fhfE, ÅfNfŠfbfN, Ü, ½, Ífhf%fbfO, µ, ½^Ê'u, É', “\_ª 4 , Â, , éÇ`CE` , ð•`%æ, µ, Ü, ·BÇ`CE` , Ìc%  
i, Ì”ä—i, ðŠù`è, Ì, Ü, Ü, É, , éèè, Í[A**Shift** fL[, ð%ÿ, µ, È,ª, çfhf%fbfO, µ, Ü, ·B

## [~"g]

ÀÆ†, ÌEƒBf“fhfE, ÅNfŠfbfN, Ü, ½, Ífhf%fbfO, μ, ½^Ê'u, É~³, "g, x, Á, ½E` , Ì}E` , ð•`  
%œ, μ, Ü, ·B~"g}E` , Ìc%i, Ì"ä—, ðŠù'è, Ì, Ü, Ü, É, ·, éê†, Í**AShift** fL[, ð%ÿ, μ, È, a, çfhf  
%fbfO, μ, Ü, ·B

**[É'¼ü-î^óRfIfNf^]**

2 ,Â,ìfI[fgfVfFfCfv,ìAfnfŠfbfN,μ,½Â,†Ú'±%óŠ,ìŠÔ,É'¼ü-î^óRfIfNf^,ìü,ð•`%æ,μ,Ü,·B1 ,Â-  
Ú,ìfufWfFfNfg,ìÚ'±%óŠ,ðNfŠfbfN,μAfnfIfNf^,ð 2 ,Â-Ú,ìfufWfFfNfg,Ü,Åhf%ofbfO,μ,ÄAÚ'±  
%óŠ,ðNfŠfbfN,μ,Ü,·B

**[É'¼ü'o•ûCEü-î^óRfIfNf^]**

2 ,Â,ìfI[]fgfVfFfCfv,ì[]AfNfŠfbfN,μ,½[]Â,ϵ[]Ú'±%oÓ[]Š,ìŠÔ,É'¼ü'o•ûCEü-î^óRfIfNf^,ìü,ð•`  
%oæ,μ,Ü,·[]B1 ,Â-Ú,ìfIfufWfFfNfg,ì[]Ú'±%oÓ[]Š,ðfNfŠfbfN,μ[]AfRfIfNf^,ð 2 ,Â-Ú,ìfIfufWfFfNfg,Ü,Åfhf  
%ofbfO,μ,Ä[]A[]Ú'±%oÓ[]Š,ðfNfŠfbfN,μ,Ü,·[]B



**[fjfmü-i^óRflfNf^]**

2 ,Â,ìfì[fgfVfFfCfv,ìAfnfŠfbfN,μ,½Â,çÚ'±%óŠ,ìŠÔ,É 90 "x,ìŠp"x,ª•t,ç,½-i^óRflfNf^,ìü,ð•`  
%æ,μ,Ü,·B1 ,Â-Ú,ìfufWfFfNfg,ìÚ'±%óŠ,ðNfŠfbfN,μAfnfNf^,ð 2 ,Â-Ú,ìfufWfFfNfg,Ü,Åfhf  
%ofbfO,μ,ÄAÚ'±%óŠ,ðNfŠfbfN,μ,Ü,·B

**[fjfmü'o•ûCEü-î^óRfIfNf^]**

2 ,Â,îfI[fjgfvfFfCfv,ì[AfNfŠfbfN,μ,½[Â,ç[Ú'±%ó[Š,ìŠÔ,É 90 "x,ìŠp"x,<sup>a</sup>•t,ç,½'o•ûCEü-  
î^óRfIfNf^,ìü,ð`%æ,μ,Ü,·[B1 ,Â-Ú,ìfufWfFfNfg,ì[Ú'±%ó[Š,ðNfŠfbfN,μ[AfRfIfNf^,ð 2 ,Â-  
Ú,ìfufWfFfNfg,Ü,Âfhf%ofbfO,μ,Ä[A[Ú'±%ó[Š,ðNfŠfbfN,μ,Ü,·[B

**[<Èü-î^óRfIfNf^]**

2 ,Â,İfI[fgfVfFfCfv,İAfnfŞfbfN,µ,½Â,ıÚ'±%óŞ,İŠÔ,É<Èü-î^óRfIfNf^,İü,đ•`%æ,µ,Ü,·B1 ,Â-  
Ú,İfIfufWfFfNfg,İÚ'±%óŞ,đNfŞfbfN,µAfnfIfNf^,đ 2 ,Â-Ú,İfIfufWfFfNfg,Ü,Åhf%ofbfO,µ,ÄAÚ'±  
%óŞ,đNfŞfbfN,µ,Ü,·B

**[.Èü'ó•ûĈËü-î^óRfJfNf^]**

2 ,Â,îfI[fgfVfFfCfv,ìAfnfŠfbfN,μ,½Â,ϵÚ'±%óŠ,ìŠÔ,É<Èü'ó•ûĈËü-î^óRfJfNf^,ìü,ð•`  
%æ,μ,Û,·B1 ,Â-Ú,îlfufWfFfNfg,ìÚ'±%óŠ,ðfnfŠfbfN,μAfnfJfNf^,ð 2 ,Â-Ú,îlfufWfFfNfg,Û,Åfhf  
%ofbfO,μ,ÄAÚ'±%óŠ,ðfnfŠfbfN,μ,Û,·B

["à—e,ìX[V] ([•Ò[W] fffj...[l]

“ÇŽæê—pftfH[f€,]ftfB[f<fh,đ•ïX%oÂ”\,É,μ,Ü,·B

[ ] } C E ` , i • i X : ' 3/4 - z ]

' I ' δ , μ , 1/2 f l [ [ f g f V f F f C f v , δ A ' 3/4 - z , É • i X , μ , Ü , • B

[ ] } C ` , ) • ĩ X : C Ž ]

' l ' δ , μ , ½ f l [ f g f v f f f c f v , δ A C E Ž , É • ĩ X , μ , Ü , • B

[ ] } € ` , i • i X : ' å , © , Á , ± ]

' l ' ð , µ , ½ f l [ [ f g f V f F f C f v , ð A ' å , © , Á , ± , É • i X , µ , Ü , · B



[ ] } C ` , i • i X : ' t , © , Á , ± ]

' l ' δ , μ , ½ f l [ f g f V f F f C f v , δ A ' t , © , Á , ± , É • i X , μ , Ü , · B

[ ] } C ` , i • i X : [ ] 4 ]

' I ' δ , μ , ½ f [ [ f g f v f f C f v , δ A ' , " \_ , a 4 , Â , , é [ ] C ` , É • i X , μ , Ü , • B

**[ ] } C ` , i • i X : [ - " g ]**

' I ' δ , μ , ½ f [ [ f g f V f F f C f v , δ A [ - " g ] } C ` , É • i X , μ , Ü , · B

[',“\_ì•š,,]

•ÒW't,ì'ò,μ,½',“\_δ 2 ,Â,ì',“\_É•š,,,μ,Û,·B

[ü•ä, ðíœ]

'l'ð,µ,½ü•ä,ðíœ,µ,Û,·B

[Š,č,½<Èü]

•Â,ŕ,½<Èü,ìŽn“\_Æ“\_ìŠÔ,É¬,³,ŠÔ,đ<ó,¯,Û,·B

**[fʋfɕfɿf“fe□[fVfʃf“ fpfbfN] ([ftf@fCf<] f□fjf...□l)**

fʋfɕfɿf“fe□[fVfʃf“ fpfbfN fEfbfU□[fh,ð·N“@,μ,Û,·□Bfʋfɕfɿf“fe□[fVfʃf“ fpfbfN fEfbfU□[fh,ðŽg,α  
,Æ□A•Ê,ìfRf“fsf...□[f^,ÅŽÀ□s,Å,«,é,æ,α,É□Afʋfɕfɿf“fe□[fVfʃf“,ð,Û,Æ,β,é,±  
,Æ<sup>²</sup>,Å,«,Û,·□BfEfbfU□[fh,ðŽg,Á,½ɕä,Åfʋfɕfɿf“fe□[fVfʃf“,ð•í□X,μ,½é□#,í□Aî•ñ,ð□X□V,;é,½,β,É□A□  
Ä“xfʋfɕfɿf“fe□[fVfʃf“ fpfbfN fEfbfU□[fh,ðŽÀ□s,μ,Å,,¾,³,ϕ□B

**[fXf%ofCfh,ìííœ] ([•òW] fñjf...[])**

fñ[]fñg•\Žjf,[]fh,Å,íACE»ñÝ,ìfXf%ofCfh,ðííœ,μ,Ü,·ñBfXf%ofCfh^è—•\Žjf,[]fh,Ü,½,í•Wñ€•\Žjf,[]fh,Å,íA'í'ð,μ,½fXf%ofCfh,ðííœ,μ,Ü,·ñB



[f^fCf9f< f}fXf^] ([•\Ž!:] - [f}fXf^] fTfuf□fjf...□l)

f^fCf9f< f}fXf^,đ•\Ž!:,μ,Ü,·□Bf^fCf9f< f}fXf^,É,í□Af^fCf9f<,lfCEfCfAfEfg,đŽg—p,·,éfXf  
%ofCfh,lfUfCf“,đ□Ý’è,μ,Ü,·□B

["z•zŽ'—zf}fXf^] ([•\Ž!;] - [f}fXf^] fTfu fffj...□□)

"z•zŽ'—zf}fXf^,đ•\Ž!,μ,Ü,·□B"z•zŽ'—zf}fXf^,Å,í□A,·,x,Ä,ì"z•zŽ'—z,É•\Ž!,·,éfwfbf\_□[,âftfbf^□[,đ'Ç  
%ooÁ,μ,½,è•ï□X,Å,«,Ü,·□B

[fm][fg f}fXf^] ([•\Ž!;] - [f}fXf^] fTfuf[]ff...[]l)

fm[]fg f}fXf^,đ•\Ž!,μ,Û,·[]Bfm[]fg f}fXf^,Å,í[]A"•\ŽÒ—p[]fm[]fg,ì[]Ž®,âf[]E[]f[]C[]f[]A[]f[]E[]f[]g,đ[]Ý'è,Å,«,«,Û,·[]B



**[Microsoft Word] ([ftf@fCf<] - [‘—M] fTfuf fjf...[I)**

fvfE[f“fe[fVf#f“,đ Word ,ÅŠj,«,Ü,·BWord ,Å,íA”•\ŽÒ—pfm[f9A”z•zŽ’—¿A,Ü,½,íAfEfgf  
%ofCf“,đ•ÒW,·,é,±,Æ,ª,Å,«,Ü,·B

**[Microsoft Office fz [f€ fy [fW]**

Microsoft Web fTfCfg,ÉÚ'±,μ,Û,·B,±  
,ìfTfCfg,Å,ÍAÅVî•ñAfej"fvfCE [fg AfAvfŠfP [fVf#f" AfEfBfU [fh,È,Ç,ÉŽg—p,Å,«,éfŠ\  
 [fX,đ'ň<Ÿ,μ,Ä,č,Û,·B

**[The Microsoft Network fz[f€ fy[fW]**

The Microsoft Network (MSN) ,i Web fTfCfg,ÉÚ'±,μ,Ü,·B

[ftf@fCf, ©, çfXf%ofCfh] (['] "ü] f fff... [l]

□ <Æ'†, ìfvfÇff["fe□[fVf†f", É□A•Ê, ìfvfÇff["fe□[fVf†f", ìfXf%ofCfh, ð' } "ü, μ, Ü, · □B



**[fAfEfgf%ofCf“, ©, cfXf%ofCfh] ([‘}“ü] fffjf...l)**

fCf“f|f[fg, μ, ½fAfEfgf%ofCf“, ìfCfxf< 1 , ìC©o, μ, đŽg—p, μ, ÄfXf%ofCfh, ðì□¬, μ□AfAfEfgf%ofCf“, ìŠe□€–  
Ú, ðfCf“fff“fg, μ, ½–{•¶, Æ, μ, Ä’Ç%oÁ, μ, Ü, ·□BfCfxf< 6 ^È%o², ì, ·, x, Ä, ìfefLfXfg, í□AfCfxf< 5  
, ìfefLfXfg, Æ, μ, Ä^μ, í, è, Ü, ·□Bf^fCfxf<, ÆfefLfXfg, ì□’Ž®, É, í□ACE»□Ý, ìvfCf[f“fe□[fVf†“, ìfXf%ofCfh  
f}fXf^, ÄŽw’è, ³, è, Ä, †, é□’Ž®, aŽg, í, è, Ü, ·□B

**[fMfff%ofŠ[] , ©,cfrrffl]**

Clip Gallery ,đŠj,«[]AfXf%ofCfh,Éfrfffl,đ'}"ü,μ,Ü,·[]B'}"ü,μ,½frfffl,Í[]AfXf%ofCfh fVf#[] ,Å[]Ä[]¶,Å,«,Ü,·[]B

**[ftf@fCf<, ©, çfrfffI]**

fXf%oofCfh,ÉfrfffI,ìftf@fCf<,ð'}“ü,µ,Ü,·B'}“ü,µ,½frfffI,íA fXf%oofCfh fVf#[]ÅÄ¶,Å,«,Ü,·B

**[fMfff%ofŠ [ , ©, cTfEf“fh]**

Clip Gallery ,đŠ],«AfXf%ofCfh,ÉTfEf“fh,đ’}“ü,μ,Ü,·B’}“ü,μ,½TfEf“fh,ÍAfXf%ofCfh  
fVf# [ , ÅÄ¶, Å, <, Ü, ·B

**[ftf@fCf<, ©, çTfEf“fh]**

fXf%oofCfh,ÉfTfEf“fh,ìftf@fCf<,ð’}“ü,µ,Û,·B’}“ü,µ,½fTfEf“fh,íA fXf%ofCfh fVf#[] ,ÅÄ¶,Å,«,Ü,·B

**[CD fI [fffBfl fgf%ofbfN, ìÄ¶]**

fXf%ofCfh, É CD , ©, çfI [fffBfl fgf%ofbfN, ð' } "ü, µ, Ü, ·B' } "ü, µ, ½fI [fffBfl fgf%ofbfN, Í AfXf%ofCfh  
fVf# [Ä¶, Å, <, Ü, ·B

[sŠÔ] ([Ž®] fffj...)

'l'ð,µ,½fefLjXfg,ìs,ìŠÔŠu,ðÝ'è,µ,Û,·B

[ftfHf“fg,ì'uŠ·] ([‘Ž®] fffj...[])

fvfĚf[f“fe[]fVf#“,ÅŽg,æftfHf“fg,ð•Ê,ìftfHf“fg,É'uŠ·,μ,Ü,·[]B



[ŽŸ, ðfXf%ofCfh] (fXfNf [f<fo [L)

ð<Æ't, ðfvfCef[f"fe [fVf#f", ðŽŸ, ðfXf%ofCfh, ð•\Ž!, μ, Ü, ·B

**[‘O, ðfXf%oofCfh] (fXfNf□□[f<fo□□]**

□ì<Æ’t, ðfvfCEf[f“fe□[fVf#f“, ð¼’O, ðfXf%oofCfh, ð•Ž!, μ, Ü, ·□B

**[Å%,ìXf%ofCfh]**

ì<Æ't,ìfvfCeflf"fe[Vf#f",ìÅ%,ìXf%ofCfh,ð•\Ž!,μ,Ü,·B

**[ÅĚã,ĭXf%ofCfh]**

ĭ<Æ't,ĭfvfĚff"fe[Vf#f",ĭÅĚã,ĭXf%ofCfh,đ•\Ž!,μ,Û,·B

[‘ǎ•ǧžš/ǧǧ•ǧžš,ì“ü,é‘Ö,;]

‘l’ð,µ,½fɛfLɟXfg,ì•ǧ,ìǧæ“ǧ•ǧžš,ì‘ǎ•ǧžš,ìžw’èǧA’PǧEè,ìǧæ“ǧ•ǧžš,ì‘ǎ•ǧžš,ìžw’èǧA’ǎ•ǧžš,ìžw’èǧAǧǧǧ•ǧžš,ìžw’è,ð“ü,é‘Ö,;Ü,·ǧB

[fXf%ofCfh,ì”z□F]□A[fm□[fg,ì”z□F]□A[f}fXf^,ì”z□F] ([□‘Ž@] f□fjf...□I)

Šù‘¶,ì”z□F,đ□Ä“K—p,μ,½,è□A□C□³,μ,Ü,·□B,Ü,½,í□A•Ê,ì”z□F,É•ï□X,μ,Ü,·□B

**[fXf^fCf< f`fFfbfN] ([fc□[f<] f□fjf...□l)**

fvfCEf[f“fe□[fvf#f“,ìŽ<Šo“l,ÈCE©,â,·,³□A<â“Ç“\_l,î,Â,¿,•û□A’â•¶Žš,Æ□¬•¶Žš,ìŽg,č•²,□A,“,æ,ÑfXfyf<  
f`fFfbfN,ð,μ,Û,·□B[fXf^fCf< f`fFfbfN] ,ðŽg,π,Æ□AŽw’è,μ,½CEë,è,ðŽ©“©“l,É□C□³,μ,½,è□A-  
μ□,,·,é“\_ðŽw“E,·,é,±,Æ,ª,Â,«,Û,·□B

**[%öi<cf□f.] (lfc□[f<] f□fjf...□l)**

%öi<cf□f.,đŠj,«,Ü,·□B%öi<cf□f.,đŽg,⌘,Æ□AfXf%ofCfh fVf#□[,lžÀ□s't,É□A<cŽ-~^,âfAfNfVf#f“ fAfCfef€  
,đ<L~^,·,é,±,Æ,â,À,«,Ü,·□BfAfNfVf#f“ fAfCfef€,í□AfXf%ofCfh fVf#□[,l□ÅÆă,É'Ç%oÁ,³,è,é□V,μ,çfXf  
%ofCfh,É' }“ü,³,è,Ü,·□BfAfNfVf#f“ fAfCfef€,đ Outlook ,É“Š□e,μ,½,è□A<cŽ-~^,âfAfNfVf#f“ fAfCfef€,đ  
Word •¶□',É“]—,μ,Ã^ó□ü,·,é,±,Æ,à,À,«,Ü,·□B



**[”•\ŽÒ,lfm[fq] ([•\Ž! ] fffj...l)**

CE»Ÿ,lfxf%ofCfh,i”•\ŽÒ—pfm[fq,đ•\Ž!,μ,Ü,·B”•\ŽÒ—pfm[fq,Í^óü,μ,Ä”z•zŽ’—  
¿,ÉŠÜ,β,½,èAfvfCEf[f“fe[fVf#f“,ìĀ’t,Éd—v”\_ ,đ-Y,ê,È,ç,½,β,lf,,Æ,μ,ÄŽg—p,·,é,±,Æ,à,Ā,«,Ü,·B

["z'u] ([[Ž] fjjf...l)

'l'đ,μ,½fefLjXfg,đA%oE'μ,;Aq'μ,;A'+%o>'μ,;A—¼['μ,;A,Ü,½,í'™ Š,,è•t, ,Å"z'u,μ,Ü,·B

[""]

'Źš,đ',«ž,pfj",)F,đ",É•iX,μ,Ü,·BfvfCef[f"fe[fvf#f",)žÀs't,Ü,½,ížÀs'O,ÉAfj",đžg,Á,ÄfXf  
%ofCfh,É'Źš,đ',«ž,p,±,Æ,ª,Â,«,Ü,·B

【】

'žš,đ',«ž,řfjyf",)F,đô,é•řx,μ,ü,·BfvfĚff[f"fe[fvf#f",)žÀs't,ü,½,ížÀs'O,ÉAfjyf",đžg,Á,ÄfXf  
%ofCfh,É'žš,đ',«ž,ř,±,Æ,ª,À,«,Ü,·B

**[—î]**

'Źš,đ,«ž,řfj",)F,đ—î,É•ïX,μ,Ü,·BfvfCef[f"fe[fvf#f",ìžÀs't,Ü,½,ížÀs'O,ÉAfj",đžg,Á,ÄXf  
%ofCfh,É'Źš,đ,«ž,ř,±,Æ,ª,À,«,Ü,·B

## [Ā]

'Žš,đ',«ž,þyf",)F,đĀ,É•ïX,μ,Ü,·BfvfEj[f"fe[fvf#f",lžÀs't,Ü,½,lžÀs'O,ÉAfyf",đŽg,Á,ÄXf  
%ofCfh,É'Žš,đ',«ž,þ,±,Æ,ª,Ā,«,Ü,·B

**[...F]**

'Žš,đ',«ž,pjyf",)F,đ...

F,É•ïX,μ,Ü,·BfvjĀf[f"fe[Vf#f",ižÀs't,Ü,½,ižÀs'O,ÉAfjyf",đŽg,Á,ÄXf%ofCfh,É'Žš,đ',«ž,p,±  
,Æ,ª,Á,«,Ü,·B

# [[ÔŽ†]]

'ĀŽĬ,đĀ',«Āž,pfjf'',)F,đĀÔŽ†,É•ĭĀX,μ,Ü,·ĀBfvfĀf["feĀ[ŷvf†f'',)ŽĀĀ's't,Ü,½,ÍŽĀĀ's'O,ÉĀAfjf'',đŽg,Ā,ĀfXf  
%ofCfh,É'ĀŽĬ,đĀ',«Āž,p,±,Æ,ª,Ā,«,Ü,·ĀB



【%o©】

'□Žβ,δ□',«□ž,ρfjyf",ì□F,đ

%o©□F,É•ï□X,μ,Ü,·□BfvfCEf[f"fe□[fVf+f",ìžÀ□s't,Ü,½,ížÀ□s'O,É□Afyf",đžg,Á,ÄfXf

%ofCfh,É'□Žβ,δ□',«□ž,ρ,±,Æ,ª,Â,«,Ü,·□B

## [fOfCE[]]

'[]ŽB,đ[],«[]ž,pfjyf",)[]F,đfOfCE[],É•ï[]X,μ,Ü,·[]BfvfCEf[f"fe[][fVf#f",ìžÀ[]s't,Ü,½,ížÀ[]s'O,É[]Afjyf",đžg,Á,Äf  
Xf%ofCfh,É'[]ŽB,đ[],«[]ž,p,±,Æ,²,Å,«,Ü,·[]B

## [fŠfZfbfg]

'□Žβ,δ□',«□ž,þfyf",ì□F,ðŠù'è,ì□F,É-

β,μ,Ü,·□BfyfCEf[f"fe□[fVfþf",ìžÀ□s't,Ü,½,ÍžÀ□s'O,É□Afyf",ðžg,Á,ÄfXf%ofCfh,É'□Žβ,δ□',«□ž,þ,±  
,Æ,<sup>a</sup>,Á,«,Ü,·□B

**[ÅĒã,ìXf%ofCfh]**

fXf%ofCfh fVf#[,ìÅĒã,ìfXf%ofCfh,É^Ú"®,μ,Û,·B

[Ž“@] (“□•)

"wCEi,lfefNfXf`ff,âfOf%ff□[fVf#f",đ"ň•\Ž!,É,μ□AfefLfXfg,ÆfOf%oftfBfbfNfX,¾,¯,đ•\Ž!,μ,Ü,·□B"□••\  
Ž!,Å□i<Æ,μ,½•İ□X"à—e,Í□Afjf"fXfNfŠ□[f" fvfCEfjf"fe□[fVf#f",É,Í%e<¿,μ,Ü,<sup>1</sup>,ň□B

【】 ( " )

'l'δ,μ,½fufWfFfNfg,δ,Å,Ž,,"æ,Ñ^óü,μ,Ü,·B

["•,ÆfOfCE[fXfP[f<] ("'•)

fefLjXfg,Æü,ð•,ÅA,»,'¼,ì,·,x,Ä,ðfOfCE[fXfP[f<,Å•\Ž|,,"æ,Ñ^óü,μ,Û,·B

[•,Æ"] ("]•)

fefLjXfg,Æü,ð"•,ÅA,»,ì¼,ì,·,×,Ä,ð",Å•\Ž|,¨,æ,Ñ^óü,μ,Û,·B



[•\Ž!,μ,È,č] ("□•)

"□•\Ž!,Å,í□A'!δ,μ,½fJfufWfFfNfg,đ•\Ž!,Ü,½,í^ó□ü,μ,È,č,æ,ɣ,É,μ,Ü,□B

[fOfCE[.Æ'''] ('''•)

'l'δ,μ,½fufWfFfNfg,ì~gü,đOfCE[[A'h,è,Â,Ô,μ,δ'',Å•\Ž|,,"æ,Ñ^óü,μ,Û,·B

**[fOjCE[fXfP[f<] (""□•)**

'l'δ,μ,½fufWfFfNfg,δfOjCE[fXfP[f<,Å•\Ž},,,æ,Ñ^óü,μ,Û,·□B

["½"],<sup>3,1</sup>½fOfCE[fXfP[f<] ("□•)

'l'δ,μ,½fufWfFfNfg,lfOfCE[fXfP[f<,δ"½"],<sup>3,1</sup>Ä•\Ž!," ,æ,Ñ^óü,μ,Ü,·□BfOfCE[fXfP[f<,δ"½"]  
,<sup>3,1</sup>é,Æ□A"Z,čŠD□F,ì"•<sup>a</sup>,<sup>a=¾</sup>4,é,čŠD□F,É,È,è,Ü,·□B

[""] ("")

'l'δ,μ,½fufWfFfNfg,δ'',Å•\Ž|,¨,æ,Ñ^óü,μ,Ü,·B

[-¾,é,çfOfCE[fXfP[f<] (" "•)

'l'δ,μ,½fufWfFfNfg,δ-¾,é,çfOfCE[fXfP[f<,Å•\Ž|,¨,æ,Ñ^óü,μ,Û,·B

[fifCE[fVf#f",i~^%o^1] ([fXf%ofCfh fVf#[] f[]fjf...[]])

fXf%ofCfh fVf#[],É%o^1[]º,ìfifCE[fVf#f",ð'Ç%oÁ,μ,Ü,·[]BfifCE[fVf#f",ð'Ç%oÁ,·,é,Æ[]AfXf%ofCfh,ì%oE



%oº[,É (fTfEf"fj,ìAfCfRf") ,ª•\Ž|,³,è,Ü,·[]BfifCE[fVf#f",ð~^%o^1,·,é[]è[]#,í[]AŽg—p't,ìfRf"f sf...  
[]f^,ÉfTfEf"fj[]fj[]fh,Æf}fCfN,ª•K—v,Å,·[]B

**[fXf%ofCfh fVf#[] ,lY'è] ([fXf%ofCfh fVf#[]] f[]fjf...[])**

fXf%ofCfh fVf#[] ,đŽÀ[]s,·,é,Æ,«,·,lfjfvfVf#f“,đY'è,μ,Ü,·BfjfvfVf#f“,É,í[]A[]ì[]-‘t,lfvfCEf[f“fe[][fVf#f“,lŽí—  
P[]AfvfCEf[f“fe[][fVf#f“,ÉŠÜ,ß,éfXf  
%ofCfh,lŽw'è[]AfTfEf“fh,âfAfjf[][]fVf#f“,lY'è[]A'[]Žß,đ',«ž,Pfyf“,l[]F[]AfXf%ofCfh,l[]Ø,è'Ö,|·ù-@,È,Ç,ª,  
,è,Û,·[]B



[2 %œ-Ê•\Ž! ] ([fXf%ofCfh fVf#[] f[]fjf...[]])

fXfe[]fW f})f[]fWff,ð<N“ @,μ,Ä[]A“~Žž,É 2 ,Â,lfRf“fsf...

[]f^,ÅfvfCef[f“fe[]fVf#f“,ðŽÀ[]s,·,é,½,β,ì[]Ý’è,ð,μ,Ü,·[]BfvfCef[f“fe[]fVf#f“,ð 3 ,Â^È[]ä,lfRf“fsf...

[]f^,ÅŽÀ[]s,·,é[]é[]#,í[]A[f[]f<] f[]fjf...[]ì [fvfCef[f“fe[]fVf#f“%oi<c] ,ðŽg—p,μ,Ä,,¾,³,ç[]B

**[fAjjf][fVf#f",lfvfCEfrf...][ (lfXf%ofCfh fVf#[] f[]fjf...[])**

CE»Ÿ,lfXf%ofCfh,ì,·,×,Ä,lfAjjf][fVf#f"CEø%oÊ,ðAf~jjfXf%ofCfh fEfBf"fhfE,ÅŽÀs,μ,Ü,·BfXf%ofCfh  
fVf#[][.Å,Ç,ì,æ,ɣ,ÉfAjjf][fVf#f",ªŽÀs,ª,è,é,©,ðŠm" F,·,é,±,Æ,ª,Å,«,Ü,·B

[fift]

'l'δ,μ,½fefLjXfg,Ü,½,ÍfufWfFfNfg,©,çAŠù'è,lfAjff[Vf#f"Ý'è,Ü,½,Í"ÆŽ©,É•ÒW,μ,½fAjff[Vf#f"  
Ý'è,ðíœ,μ,Ü,·B

[ftf%ofbfVf...]

'l'đ,μ,½fefLjXfg,Ü,½,ÍfufWfFjNfg,đAfXf%ofCfh,É'ZžžŠÔ•\Ž!,μ,Ä,·,®,ÉÁ<Ž,μ,Ü,·B

[fOf%oft, ìfAjff [fVf#f“]

'l' ð, μ, ½fOf%oft, ðfAjff [fVf#f“%o», μ, Ü, ·B

[f]Cfv (%E,Ö)

'l'δ,μ,½fLjXfg,Ü,½,ÍfufWfFjNfg,δA¶,©,ç%E,ÖfCfp[,ª“®,,æ,x,É,μ,Ä•Žl,μ,Ü,·B

[ffBf]f·fu]

'l'đ,μ,½fefLjXfg,Ü,½,ÍfOf%oftfBfbfNfX,đ□AfXf%ofCfh,Å“\_•` ,ì,æ,æ,É,μ,Ä•\Žì,μ,Ü,·□B

[fXfvfŠfbfgf fCfvfAfEfg (%oi)]

'l'đ,μ,½fefLjXfg,Ü,½,ÍfufWfFfNfg,đA'+%o>,©,ç¶%oE,ÉŠj,ç,Ä,ç,,æ,æ,É,μ,Ä•Žl,μ,Ü,·B



[fXf%ofCfhfCf“ (%oo, ©, ç)]

'l'δ,μ,½fefLjXfg,Ü,½,ÍfufWfFjNfg,ð□Afaqf...□[,Æ,t,π%oo¹,Æ<α,ÉfXf%ofCfh,ì%oo, ©,ç,·,×,è,±,ñ,Å,,é,æ,π  
,É,μ,Ä•\Z!,μ,Ü,·□B

[fXf%ofCfhfCf“ (□¶, ©, ç)]

'l'δ,μ,½fefLjXfg,Ü,½,ÍfufWfFfNfg,ð□Afaqf...□[,Æ,t,æ%oo¹,Æ<æ,ÉfXf%ofCfh,ì□¶'æ,©,ç,·,×,è,±,ñ,Å,,é,æ,æ,æ  
,É,μ,Ä•\Z!,μ,Ü,·□B

## [fAfs][f<]

'l'đ,μ,½fXf%ofCfh,Ü,½,ÍlfufWfFfNfg,đAfNfŠfbfNžž,È,Ç,ìŽw'è,μ,½f^fCf~f"fo,Å,»,ì,Ü,Ü•\  
Ž!,μ,Ü,·B[fAfs][f<],íAfAjff[fVf#f",đÝ'è,μ,È,ç [fift],Æ,Í^Ù,È,è,Ü,·B

## [fAjjf][fVf#f",l'1'ð]

[fAjjf][fVf#f",l'1'è] f\_fCfAfO f{fbfNfX ([fXf%ofCfh fVf#[] f[]fj...[]] ,ðŠ),«,Ü,·B[fAjjf][fVf#f",l'1'è]  
f\_fCfAfO f{fbfNfX,Å,í[AŠù'è,lfAjjf][fVf#f"CEø%È,ð•ÒW,μ,½,èA^Ù,È,éfAjjf][fVf#f"CEø  
%È,ð'Y'è,À,«,Ü,·B

**[fXf%ofCfhfCf“ (ñ, ©, ç)]**

'l'δ,μ,½fefLjXfg,Ü,½,ÍfufWfFjNfg,ðAfqf...[,Æ,t,π%°¹,Æ<α,ÉfXf%ofCfh,ìñ, ©, ç, ·, x, è, ±, ñ, Å, , é, æ, π  
,É,μ,Ä·\Z!,μ,Ü,·B

【ā%°】

fefLjXfg,đ'ı'đ,μ,½fıfufWfFjNfg,ıā%°,ÉÜ,è•Ô,μAfıfufWfFjNfg,ı—¼'α,ÉfefLjXfg,đÜ,è•Ô,μ,Ü,<sup>1</sup>,ñB

**["à•"]**

'l'đ,μ,½fufWfFfNfg,ìžü^í,“,æ,ÑfufWfFfNfg“à•”,ìó”•”•ª,ÉfefLfxfg,đÜ,è•Ô,μ,Û,·BfefLfxfg,ìÜ,è•Ô  
,μü,đ•ïX,·,é,É,íA[]}] fc[]f<fo[],ì [fefLfxfg,ìÜ,è•Ô,μ] ,đfNfŠfbfN,μA[Ü,è•Ô,μ“\_ì•òW]  
fNfŠfbfN,μ,Û,·B

[fc][f<fo][,²□¬,³,·,¬,é,½,ß□A,·,×,Ä,lf{f^f“,ð•\Ž!,Å,«,Ü,¹,ñ□B]

,±,lf□[f<fo□[É,Í□A•\Ž!,μ,«,ê,È,çf{f^f“,²ŠÜ,Ü,ê,Ä,ç,Ü,·□B >> ,ðfNfŠfbfN,μ,Ä,»ê,ç,lf{f^f“,ð•\Ž!,·,é,©□A,Ü,½,Ífc□[f<fo□[,ì□¶'[.ì

▮ ,ðfhf%ofbfO,μ,ÄftfŠ□[ fc□[f<fo□[É,·,é,Æ,·,×,Ä,lf{f^f“,ð•\Ž!,Å,«,Ü,·□B



[Š], [ [ftf@fCf<] f fff... [L]

'l'đ,μ,½fAfCfef€,đŠ,«,Ü,·□B

$\{V, \mu, \epsilon f\} fNf, \dot{\sim} L^{\wedge} ] A[ L^{\wedge} |^{-1} ] ( [f_c [f<] - [f] fNf ] fTfuf fjf \dots [L)$

$\{V, \mu, \epsilon f\} fNf, \delta L^{\wedge}, \mu, \ddot{U}, \cdot B, \ddot{U}, \dot{\sim} A f \} fNf, \dot{\sim} L^{\wedge}, \delta \check{S} \check{Z} n, \mu, \frac{1}{2} \in \check{a}, \check{A} L^{\wedge}, \delta |^{-1}, \mu, \ddot{U}, \cdot B$

[ 'èœ^<â, ì' 'ð ]

• ¶□', É' } "ü, , é'èœ^<â, ðfNfŠfbfN, µ, Ü, ·□B

[<r'□/•¶--<r'□,ì•ïš•]

•¶□'†,ì,·,×,Ä,ì<r'□,ð•¶--<r'□,É□A,Ü,½,Í,·,×,Ä,ì•¶--<r'□,ð<r'□,É•ïš·,µ,Ü,·□B

[•¶---<r'□,É•İŠ•]

Ⓔ»□Ý,İ•¶---<r'□,İ□Ý'è,đŽg—p,μ,Ä□A,·,×,Ä,İ<r'□,đ•¶---<r'□,É•İŠ·,μ,Ü,·□B

[<r'□,É•İŠ•]

CE»□Ý,ì<r'□,ì□Ý'è,đŽg—p,μ,Ä□A,·,×,Ä,ì•¶---<r'□,đ<r'□,É•İŠ·,μ,Ü,·□B

[fŠfzfbfg]

Šù'è,ì<r'□,ì<<ŠE□ü,É-ß,μ,Ü,·□B

[fnfCfp[fŠf“fN,Æ,μ,Ä“\,è•t,¯]

fNfŠfbfvf{[fh,ì“à—e,ð□Afj□[f<,ì^Ê'u,ÉfnfCfp[fŠf“fN,Æ,μ,Ä“\,è•t,¯,Ä□A'I'ð"í^í,Æ'u,«Š,; ,Ü,·□B,±  
,lfRf}f“fh,í□A'¼,lfAvfŠfP□[fVf#f“,©,çff□[f^,Ü,½,lfZf<,ì“à—e,ðfRfs□[μ,½,è□∅,èŽæ,Á,½□é□#,ÉŽg—  
p,Ä,«,Ü,·□B



[•¶íZ³]

[fivfvf#"] f\_fCfAfO f{fbfNfX ([fc[f<] - [fivfvf#"]) ,ì [•¶íZ³] f^fu,đŠ,«,Ü,·B

[č“™ Š,,è•t, ]

'i—Ž,ì•¶Žš,ìŠÔŠu,đč“™,É”z’u,μ,Û,·□B

**[-3Ž<]**

<'²•\Ž|,³,é,Ä,ç,é%óÓš,đ•řX,¹,,É,»,ì,Û,Ûžc,μAŽŸ,lfXfyf< f~fX,μ,½'PCEê,â•¶í,ìšÔ^á,ç  
,ðCEŸö,μ,Û,·B,±,lf{f^f“,íA•òW,·,é,½,ß,É•¶''†,ÅfNfšfbfN,·,é,ÆA[A[Äš]] ,É•í,í,è,Û,·BfXfyf<  
f`fFfbfN,Æ•¶í[Z³,đ'±,¯,é,É,íA[A[Äš]] ,ðfNfšfbfN,μ,Ä,,¾,¾,çB

[,.,x,Ä-³Ž<]

•¶“†,ì<²·\Ž;³,é,Ä,ç,é%óŠ,Æ“~,¶“à—e,ì%óŠ,đ•ïX,¹,,É,»,ì,Ü,ÜŽc,μA•¶íZ³,đ’±,¯,Ü,·B,±  
,fXfyf< f~fX,Ü,½,í•¶-@,ìŠÔ^á,ç,íA^È~,,ç,Á,½,ň Word ,đ|—¹,·,é,Ü,Ä-³Ž<,³,é,Ü,·B

## [ 'Ç%Á ]

[ Ž« ' , É , È , ç ' P Ç È ] f { f b f N f X , É • \ Ž | , ³ , é , Ä , ç , é ' P Ç È , ð f t [ f U [ Ž « ' , É ' Ç % Á , μ , Ü , · B Ž g — p , μ , Ä , ç , é f t [ f U [ Ž « ' , ð • ï X , · , é , É , Í A [ f l f v f V f # f " ] , ð f N f Š f b f N , μ , Ü , · B

[“̄,ŋ'PCEê,ðíœ]

CE],è•Ô,³,ê,Ä,ç,é'PCEê,ì 2 "Ô-Ú,ì'PCEê,ðíœ,μ,Û,·B

[(C³Eó•â,È,μ)]

'I'ð,³,ê,Ä,ç,é'PCEê,ìC³Eó•â,ª, ,è,Ü,¹,ñB

[fAjjf□□[fVf#f“,i□#□~]

'l'δ,μ,½fAjjf□□[fVf#f“ flfufWfFfNfg,δfXf%ofCfh,É•\Ž|,.,é□#□~,δ□Ý'è,μ,Ü,·□B





**[fncftf] [Vf+f"] ([fc[f<] - [,»,ì¼,ìZ³fc[f<] fTfufffj... [I)**

%op'PCEè,ÉfnfCftf",ð' } "ü,μ,ÄA[s,ì%oE'[,ì•s'μ,φ,ð,È,,μ,Ü,·B

[fzf<,ìĈ<☐‡]☐A[fzf<,ì•ªŠ,,]



[fzf<,ìĈ<☐‡] ,í☐A'í'ð,μ,½"~,¶☐s,ì—×☐Ú,·,ézfzf<,ì“à—e,ð 1 ,Â,ìfzf<,ÉĈ<☐‡,μ,Û,·☐B



[fzf<,ì•ªŠ,,] ,í☐A'í'ð,μ,½zfzf<,ð☐A“ü—í,μ,½☐” ,ì☐s,Æ—ñ,É•ªŠ,,μ,Û,·☐B

[fAfEfgf%ofCf“ ftfHf“fg]

'l'đ,μ,½•ŕŽš—ň,Æ□"l,É□AfAfEfgf%ofCf“ ftfHf“fg,ì□'Ž®,đ□Ý'è,Ü,½,í□í□œ,μ,Ü,·□B

**[%oe]**

'l'đ,μ,½•¶Žš—ñ,Æ□''l,É□A%oe,ìftHf''fg,ì'Ž®,đ'Ý'è,Ü,½,Í□í□œ,μ,Ü,·□B

**[-v-ñ, ðÄ]**

ðÄ'Æ't, ðÄ'Ä[-v-ñ, ðÄ] fRf}f"fh, ðÄ"xŽÀs, μ, Ü, ·B

**[fvf]pfefB,ìX[V]**

Å%ò,ì 5 ,Â,ìfL[f][fh,ð [fL[f][fh] f{fbfNfX,ÉfRfs[μA—v-ñ,ì•¶Žš—ñ,ð [ftf@fCf<,ì[V-] f^fu,ì [V  
-“à—e] f{fbfNfX,ÉfRfs[μ,ÄA[ì<Æ’t,ì•¶‘,ìfvf]pfefB fV[fg ([ftf@fCf<] - [fvf]pfefB)  
,ðX[V,μ,Û,·B,±,ìfRf}f“fh,ðŽg—p,·,é,ÆA[fL[f][fh] f{fbfNfX,“ ,æ,Ñ [V-“à—e] f{fbfNfX,ìŠù‘¶,ì“à  
—e,ì’u,«Š·,ì,ç,ê,Û,·B

**[—v-ñ^ÈŠO,đ%oB,μ,Ä•\Ž!]**

•¶□',ì—v-ñ^ÈŠO,ì•¶Žš—ñ,đ"ñ•\Ž!,É,μ,Ä□A□ì·Æ't,ì•¶□',ìŽ©"®"l,É□ì□¬,μ,½—v-ñ,đ•\Ž!,μ,Ü,·□B



**[ 'PCEê, ìíœ ]**

ŽŸ, ì'PCEê, ðfNfŠfbfvf{ [fh, ÉfRfs [ , , , Éíœ, µ, Ü, · **Ctrl + BackSpace** fL [ , ð  
%oŸ, µ, ½ê‡, Æ" ~, ¶, Å, ·B

['O,ì'PCEê,ðííœ]

fj[]f<,Ü,½,í'ð"í^í,ì,®,'O,ì'PCEê,ðAfNfŠfbvf{[]fh,ÉfRfs[][,.,,Éííœ,μ,Ü,·B**Ctrl + Del** fL[][,ð  
%oÿ,μ,½[]é[]#,Æ"~,¶,Å,·B

**[•¶Žš¶Ž®,ì%øđœ]**

¶Ý'è,³,ê,Ä,¢,é'i—ŽfXf^fCf<,ìŠù'è,ì•¶Žš¶Ž®,đ¶A'í'ð,μ,½•¶Žš—

ň,É¶Ä"x¶Ý'è,μ,Ü,·¶B,·,×,Ä,ì•¶ŽšfXf^fCf<,í¶íœ,³,ê,Ü,·¶B**Ctrl + Shift + Z**fL¶¶A,Ü,½,í **Ctrl + Space**

fL¶[,ð%Ÿ,μ,½¶é¶‡,Æ“¬,¶,Ä,·¶B


[ftfHf“fg-¼]


'l'ð,µ,½•¶Žš—ñ,É-¼'O,ì•t,ç,Ä,ç,éftfHf“fg,ðŸ'è,µ,Ü,·B

["s-¾,ÈF,ÉÝ'è]

'l'ð,µ,½},É"s-¾,ÈF,ðÝ'è,µ,Ü,·B"s-¾,É,·,éF,ðfNfŠfbfN,µ,Ä,,¾,³,çB,±,ìfc[f<,ífrfbfgf}fbfv  
fCf[fW,È,Ç,ì},É,ì,ÝŽg—p,Å,«,Ü,·B

[fc[f<fo[<sup>2</sup>-,<sup>3</sup>,·,¬,é,½,ßA,·,×,Ä,lf{f^f“,ð•Ž|,Å,«,Ü,<sup>1</sup>,ñ]

,±,lf<fo[É,íA•Ž|,μ,«,ê,È,çf{f^f“,šÜ,Ü,ê,Ä,ç,Ü,·B ,ðfNfŠfbfN,μ,Ä,»,ê,ç,lf{f^f“,ð•\ Ž|,·,é,©A,Ü,½,Ífc[f<fo[,ì¶'[,ì

,ðhf%ofbfO,μ,ÄftfŠ[ fc[f<fo[É,·,é,Æ,·,×,Ä,lf{f^f“,ð•Ž|,Å,«,Ü,·B

[ä'¼Erü]

'I'ð,µ,½•ŕŽš—ñA'i—ŽAfZf<A}A,Ü,½,Í,»,'¼,lfufWfFfNfg,ìä'[.É'¼,čErü,ð'Ç  
%Á,Ü,½,ííœ,µ,Ü,·B

**[□1'¾Erü]**

'1'δ,μ,½•ŕŽš—ñ□A'i—Ž□AfZf<□A□}□A,Ü,½,Í,»,'¼,lfufWfFfNfg,ì□1'[,É'¾,†Erü,ð'Ç  
%oÁ,Ü,½,í□□œ,μ,Ü,·□B



**[%E'¾CERü]**

'I'đ,μ,½•¶Žš—ñA'i—ŽAfZf<A}A,Ü,½,Í,»,'¼,lfufWfFfNfg,ì%E'[,É'¾,çCERü,đ'Ç  
%Á,Ü,½,ííœ,μ,Ü,·B

[•ŋŽš•ûĈü,ì•ĭX]

'l'đ,μ,½•ŋŽš,ì•ûĈü,đA□c□',«,Û,½,Í%o;□',«,ÉŸ'è,μ,Û,·□B

**[•ŋŽš•ûĚü,ì•ïX]**

fefLjXfg f{fbfNfX AfZf A,Ü,½,ÍfĚfCfAfEfġ g,ì'í'ð,μ,½•ŋŽš—ň,ì•ûĚü,ð A ä, ©, ç  
%º,ì c•ûĚü,É•ïX,μ,Ü, B,½,¾,μ ACEÂ X,ì•ŋŽš,ì•ûĚü,í•í,í,è,Ü,<sup>1</sup>,ň B

- ŋ
- Žš
- ň

[•ŋŽš•ûĈü,ì•ïX]

fefLjXfg f{fbfNfX AfZf A,Ü,½,ÍĈfCfAfEfg ãg,ì'ì'ð,μ,½•ŋŽš—ñ,ì•ûĈü,ðA  
%º,©,çã,ìc•ûĈü,É•ïX,μ,Ü,·B

[•ŋŽš•ûĚü,ì•ïX]

fefLjXfg f{fbfNfX AfZf A,Ü,½,ÍĚfCfAfEfg ĩg,ì'ì'ð,μ,½•ŋŽš—ñ,ì•ûĚü,ð A ā, ©, ç  
%°°,ìc•ûĚü,É•ïX,μ,Ü,·B

[•ŕŽš—ň•Ò□W,ì□I—¹]

'I'đ,μ,½fēfLjXfg f{fbfNfX,Ü,½,Íf□[fgfVfFfCfv,ì•ŕŽš—ň,ì•Ò□W,đ□I—¹,μ,Ü,·□B

**[ -Ú“İ•ÊfXf%oofCfh fVf#[] ]**

-Ú“İ•ÊfXf%oofCfh fVf#[] [ ,đ[]İ[]¬, μ, Û, ·[]B -Ú“İ•ÊfXf%oofCfh  
fVf#[] [ , İ[]Afvf[]Ejf[]f“fe[][]fVf#f“, İ't, É, , é•Ê, İfvf[]Ejf[]f“fe[][]fVf#f“, Å, ·[]B -Ú“İ•ÊfXf%oofCfh  
fVf#[] [ , đ[]İ[]¬, ·, é[]é[]#, İ[]AŠù'¶, İfvf[]Ejf[]f“fe[][]fVf#f“, İfXf%oofCfh, đfOf<[]fv, Æ, μ, Ä, Û, Æ, ß, Ä, ¨, -  
, Æ[]Afvf[]Ejf[]f“fe[][]fVf#f“, İ, » , İfZfNfVf#f“, đ“Á'è, İ[]o[]ÈŽÖ, İ, Æ, «, ¾, ¯, \Ž!, μ[]A'¼, İ[]o[]ÈŽÖ, İ, Æ, «, İ[]È—ª, ·, é, ±  
, Æ, ª, Ä, «, Û, ·[]B

[%œ-Ê,É†,í,<sup>1</sup>,Ä•\Ž! ] ([fEfBf“fhfE] f□fjf...□l)

Šj,č,Ä,č,évfĀf[f“fe□[fVf†f“,đ,»„è,¼,è,ìfEfBf“fhfE,É”z’u,μ□Af^fCfjf< fo□[□AfXfNf□□[f< fo□[□A•\ Žjf,□[fh□Ø,è’Ö,ìf{f^f“,đ•\Ž!,μ,Ü,·□B□i<Æ’t,ìvfĀf[f“fe□[fVf†f“,ª□Å’O-Ê,É•\Ž!,<sup>3</sup>,è,Ü,·□B



## [Šù'è, ìfAjjf□□[fvf#f“]

'l'đ,μ,½•ŋŽš—ñ,Ü,½,ÍfufWfFfNfg,É□AŠù'è,ìfAjjf□□[fvf#f“CEø  
%oÊ,đ□Ý'è,μ,Ü,·□B,»,'¼,ìfAjjf□□[fvf#f“CEø%oÊ,đ□Ý'è,·,é,É,Í□A[fxf%ofCfh fvf#□[] f□fjf...□[.]  
[fAjjf□□[fvf#f“,ì□Ý'è] ,đfNfŠfbfN,μ,Ü,·□B

[fTfEf“fh,ì~^%o¹]

□\<Æ't,ìfXf%ofCfh,É□AftTfEf“fh,âfRf□f“fg,ð~^%o¹,μ,Ü,·□BftTfEf“fh,ð~^%o¹,·,é,É,Í□AZg—p't,ìfRf“fsf...  
□[f^,Éf}fCfN,ª•K—v,Å,·□B

## [ŽÀs]

CE»Ý,ìÝ'è,đŽg—p,μ,ÄfXf%ofCfh fVf#[] ,đŽÀ[s,μ,Ü,·BfXf%ofCfh fVf#[] ,ìÝ'è,đ•ïX,·,é,É,íA[fXf%ofCfh fVf#[]] f[]fj...[] ,ì [fXf%ofCfh fVf#[] ,ìÝ'è] ,đfNfŠfbfN,μ,Ü,·B

[fsfŠf!fh]

'l'đ,μ,½'i—Ž,ìÅĀě,ÉfsfŠf!fh,đ'Ç%Á,Ü,½,ííœ,μ,Ü,·B

[f^fCfjf<,l,Y•\Ž!]

fXf%ofCfh,l^fCfjf<,¾, ¯,đ•\Ž!,μ,Ü,·□B

## [fXf%ofCfh f[]f^[]]

fXf%ofCfh f[]f^[],đ•Ž!,μ,Ü,·BfXf%ofCfh f[]f^[],íAfxf%ofCfh fVf#[],ìEo%oßŽžŠÔ,đ•\  
Ž!,·,é^fCf}[]Á,·BŠù,ÉfXf%ofCfh[]Ø,è'Ö,!,lf^fCf~f"fo,ªÝ'è,³,è,Ä,ç,é[]é[]#,íAZÀ[]Ù,ìEo  
%oßŽžŠÔ,đA[]Y'è,³,è,Ä,ç,éŽžŠÔ,Æ"äŠr,μ,Ü,·BfXf%ofCfh f[]f^[],í"•\ŽÖ,ì%oæ-É,¾,¯,É•\  
Ž!,³,è,Ü,·Bfvf[]f[]fe[]fVf#",ìo[]ÈŽÖ,É,ìE©,!,Ü,³,ň[]B

[fXf%ofCfh,ì•i□»]

CE»□Ý,ìfXf%ofCfh,ìCEã,É□ACE»□Ý,ìfXf%ofCfh,ìfRfs□[.ð'}“ü,μ,Ü,·□B**Ctrl + Shift + D** fL□[,ð  
%oÿ,μ,½□é□‡,Æ“~,¶,Å,·□B

**fOf%oftfBfbfN**

Genigraphics Wizard ,đŽÀ□s,μ□Af,fff€,É,æ,è□Ý'è," ,æ,Ń Genigraphics fvšf“fg fZf“f^□[.É’—  
□M,μ,Ü,·□B



[fufWfFfNfg,ì"®ìÝ'è]

'l'ð,µ,½fufWfFfNfg,Ü,½,Í"®ìÝ'èf{f^f",ÉAf}fEfX,ðŽg,Á,Äf|  
fCf"fg,Ü,½,ÍfNfŠfbfN,µ,½,Æ,«,ÉŠŽn,·,é"®ì,ðŠ,,è"-,Ä,Ü,·B

**[f] [fg] Nf Šfbvf A [fg]**

»Ý, ìvfjEj[f“fe [fVf#f“, ì•¶Žš—ñ, ì“à—e, ð•ªí, µAŠÖ~A, ·, éNfŠfbvfA [fg] AfTfEf“fh A, Ü, ½, írfffi, ì^è  
—, ð•\Žì, µ, Ü, ·B [f] [fg] Nf Šfbvf A [fg] fRf} f“fh, ðŽg, x, Æ AfvfEj[f“fe [fVf#f“, ì“à—  
e, É# , Á, ½NfŠfbvf, ð, ·, í, â, CE ©, Á, -, é, ±, Æ, a, Á, «, Ü, ·B

**[^ø—p•,,]fI[fgrRfCfNfg]**

fvcf[f“fe[fVf#“,]fL[f][fh,ð Microsoft Bookshelf ,ÅŸÿð,μ,Ü,·B[^ø—p•,,]fI[fgrRfCfNfg]  
fRf}f“fh,ðŽg,x,ÆAfvcf[f“fe[fVf#“,]“à—e,ð•\Ÿ»,;é,ì,É“K,μ,½^ø—p•,,ð,;î,â,Ÿ©•t,¯,é,±  
,Æ,â,À,«,Ü,·B

[fAjjf□□[fVf#f“,ìŸ’è] ([fXf%ofCfh fVf#□□] f□fj...□□)

fXf%ofCfh,ì•Ÿš—ñ,Ü,½,íflufWfFfNfg,É□AftfEj“fh,âfrffl,ìfAjjf□□[fVf#f“Æø%oÊ,ð’Ç%oÁ,μ,Ü,·□B

["@ñÿ'èf{f^f"} (lfxf%ofcfh fvftñ[] fñjf...ñ[])

fNfŠfbfN,Ü,½,ífhf%ofbfO,μ,½^Ê'u,É" @ñÿ'èf{f^f",ð'}"ü,μA[ffufWfFfNfg,ì" @ñÿ'è] f\_fCfAfñfO  
f{fbfNfX,ð•\Ž!,μ,Ü,·ñB

**[f~fj fXf%ofCfh]**

f~fj fXf%ofCfh fEfBf“fhfE,ì•\Ž|,Æ”ñ•\Ž|,ð∅,è'Ö,|,Û,·□Bf~fj fXf%ofCfh fEfBf“fhfE,É,Í□ACE»□Ý,lfXf  
%ofCfh,lf~fjf`f...fA,ª•¶Žš—ñ,âfOf%oftfBfbfNfX,ðšÛ,ß,Ä•\Ž|,³,è,Û,·□Bf~fj fXf%ofCfh fEfBf“fhfE,ÅfXf  
%ofCfh,ð•Ö□W,·,é,±,Æ,í,Á,«,Û,¹,ñ□B

[ftfbf^[]\Z:] ([\Z:] f[]fj...[])

fAfNfefBfu,È•¶[]',iftfbf^[],ð•\Z|,µ,Ü,·[]B

**[fXf%ofCfh fifrfQ[f^]**

fXf%ofCfh fifrfQ[f^,đ•\Ž!,μ,Ü,·BfXf%ofCfh fifrfQ[f^,đŽg,α,ÆAfvfEj[f“fe[fVf#f““à,ì“Á'è,lfXf  
%ofCfh,É^Ú“®,Å,<,Ü,·B



[fjf“Žš,ìÁ<Ž]

fXf%ofCfh fVf#[][,·,×,Ä,lfyf“Žš,ðÁ<Ž,μ,Ü,·B

【】>•ifjf...【fX】

Microsoft Web fTfCfG,ÉÚ'±,μ,Ü,·□B,±

,ìfTfCfG,Å,í□AfAfVfŠfP□[fVf#f“,ÉŠÖ,·,éfAfbfvff□[fg□î•ñ,²'ñ<ÿ,³,ê,Ä,ç,Ü,·□B

**[f]f“f%ofCf“ fTf|[]f9]**

f]f“f%ofCf“ fTf|[]f9 fT[]fxfX,ÉÚ'±,μ,Ü,·B

【•】

'Źš,đ',«ž,pfj",)F,đ•,É•ïX,μ,Ü,·BjvfEflf"fe[lVf+f",ižÀs't,Ü,½,ižÀs'O,ÉAfj",đžg,Á,ÄXf  
%ofCfh,É'Źš,đ',«ž,p,±,Æ,a,Â,«,Ü,·B

## [fXfNfŠ[f“ ,đ• , , , ,é/fXfNfŠ[f“ ,đĈ³,É-ß,·]

fXf%ofCfh fVf# [ ,ìŽÀ□s't,É□AfXfNfŠ□[f“ ,đ• , , ,μ,Ü,·□BfXf%ofCfh  
fVf# [ ,đ□ÄŠ] , , , ,é,É,í□AfXfNfŠ□[f“□ä,đf}fEfX,ì%Ef{f^f“ ,ĀfNfŠfbfN,μ□A[fXfNfŠ□[f“ ] ,đf}  
fCf“fg,μ,Ā□A[fXfNfŠ□[f“ ,đĈ³,É-ß,· ] ,đfNfŠfbfN,μ,Ü,·□BfXf%ofCfh fVf# [ ,ìŽÀ□s't,É□AZÿ,ìfXf  
%ofCfh□A,Ü,½,í' O,ìfXf%ofCfh,đ•\Ž! , , , ,é,É,í□AfXfNfŠ□[f“□ä,đf}fEfX,ì%Ef{f^f“ ,ĀfNfŠfbfN,μ□A[Žÿ,Ö]  
,Ü,½,í [ 'O,Ö ] ,đfNfŠfbfN,μ,Ü,·□B

**[-î^ó]**

fXf%ofCfh fVf#[] f|fCf“f^,ð-î^ó,É[]Ø,è'Ö,!,Ü,·[]B

## [fyf“]

fXf%ofCfh fVf#[] f|fCf“f^,đfyf“,É∅,è'Ö,|,Ü,·Bfyf“,đŽg,æ,ÆAfxf%ofCfh fVf#[] ,ìŽÀ□s't,É□Afxf  
%ofCfh,É'□ŽB,đ□',,±,Æ,ª,Â,«,Ü,·Bfyf“□F,đ•ï□X,,é,É,í□Afxfnfš□[f“□ä,đf}fEfx,ì  
%oEf{f^f“,ĀfNfšfbfN,μ□A[f|fCf“f^ f|fvfVf#f“] ,đf|fCf“fg,μ,Ü,·□BŽŸ,É□A[fyf“,ì□F] ,đf|fCf“fg,μ□A-  
Ú“ì,ì□F,đfNfšfbfN,μ,Ü,·□BSù'è,ì□F,É-β,·,É,í□A[fšfZfbfg] ,đfNfšfbfN,μ,Ü,·□B

**[‘O,Ö]**

fXf%ofCfh fVf#[] ,ìŽÀ[]s’t,É[]A’O,ìfXf%ofCfh,đ•\Ž!,μ,Ü,·[]B



[ŽŸ,Ö]

fXf%ofCfh fVf#[] ,lžÀs't,ÉAŽŸ,lfXf%ofCfh,ð•\Žl,μ,Ü,·B

[^ěžž'áž~]

Ⓔ»Ÿ,ìó'ô,ĀfXf%ofCfh fVf#l,đ'ěžž'áž~,μ,Û,·B

[ "ñ•\Ž!fXf%ofCfh]

CE»Ÿ,lfXf%ofCfh,É'±,"ñ•\Ž!,lfXf%ofCfh,đ•\Ž!,μ,Ü,·B

["ñ•\Ž!]

f}}Efx f|fCf“f^,ǻ^Ú“ @,³,è,é,Û,Å□AfXf%°fCfh fVf‡□[.lfyf“,” ,æ,Ñf|fCf“f^,ð”ñ•\Ž!,É,μ,Û,·□B

[í,É•\Ž!,μ,È,¢]

fXf%ofCfh fVf#[] ,Å AfXf%ofCfh fVf#[] .lfyf“ , ,æ,ŃfjfCf“f^,đ”ň•\Ž!,É,μ,Ü,·B

[%øðĈ, ì#~]

%øðĈ, ì#~ , ð•ïX, Å, «, é, æ, x, ÉAfsf{fbfgfe[fuf< fĈf| [fg, Ü, ½, Ífsf{fbfgfOf%øft fĈf|  
 [fg, ìWĈvfAfCfef€, ìĈ»Ý, ìĈvŽZ, ì#~ , Ü, ½, í%øðĈ, ì#~ , ð•\Ž!, µ, Ü, ·B

**[fsf{fbfgfe[]fuf<,Æfsf{fbfgfOf%oft fĈf|[]fg]**

fsf{fbfgfe[]fuf< fEfBfU[]fh,¨,æ,Ñfsf{fbfgfOf%oft fEfBfU[]fh,đ<N“@,μ,Û,·B•\Ž|,³,é,éŽwŽ!,É[]  
,Á,Ä[]Afsf{fbfgfe[]fuf< fĈf|[]fg,Û,½,Ífsf{fbfgfOf%oft fĈf|[]fg,đ[]¬,μ,½,è[]C[]³,μ,½,è,μ,Û,·B

["@iY'ef{f^f"} fffj...]

-Ú"l,"@iY'ef{f^f"},đfNfŠfbfN,μA' }"ü,.,éêŠ,ÅfNfŠfbfN A,Ü,½,lfhf  
%ofbfO,μ,Ü,·B[lfufWfFfNfg,iY'è] f\_CfAfO f{fbfNfX,Åf{f^f"},É" @i,đY'è,.,é,±  
,Æ,ª,Å,«,Ü,·B["@iY'ef{f^f"} fc[f<fo[đ•Ž!,.,é,É,íA,»,lf^fCfjf< fo[đhf%ofbfO,μ,Ü,·B



["@ñÿ'èf{f^f" : ft[fU[ÿ'è]

ñ<Æ't, ìfEfBf"fhfE, ÅfNfŠfbfN[A, Ü, ½, ìfhf

%ofbfO, μ, ½èèŠ, ÉAf+[fU[ÿ'è, ì"@ñÿ'èf{f^f", ð' } "ü, ð, è, Ü, ·B[fìfufWfFfNfg, ì"@ñÿ'è] f\_cfAf[fO  
f{fbfNfX, ÅAf{f^f", É"@ñ, ðÿ'è, μ, Ü, ·B

["@iY'èf{f^f" : fz[f€]

ì<Æ't,ìfEfBf"fhfE,ÅfNfŠfbfN□A,Ü,½,Ífhf

%ofbfO,μ,½□è□Š,É□Afz□[f€" @iY'èf{f^f",a'}"ü,³,è,Ü,·□B[fufjWfFfNfg,ì"@iY'è] f\_fCfAf□fO

f{fbfNfX,Å□Af{f^f",É"@i,δY'è,μ,Ü,·□B

**["@iY'èf{f^f" : fwf:fv]**

∩<Æ't, ìfEfbf"fhfE, ÅNfŠfbfN∩A, Ü, ½, Ìfhf

%ofbfO, μ, ½∩è∩Š, É∩Afwf<fv" @∩iY'èf{f^f", a'}"ü, ³, è, Ü, ·∩B[fufjWfFfNfg, ì" @∩iY'è] f\_fCfAf∩fO  
f{fbfNfX, Å∩Af{f^f", É" @∩i, δ∩Y'è, μ, Ü, ·∩B

["@ìÿ'èf{f^f" : î•ñ]

ì<Æ't, ìfEfbf"fhfE, ÅNfŠfbfN A, Ü, ½, ìfhf

%ofbfO, μ, ½èŠ, ÉAî•ñ" @ìÿ'èf{f^f", ð' } "ü, ð, è, Ü, ·B[fIfufWfFfNfg, ì" @ìÿ'è] f\_cfAfO

f{fbfNfX, ÅAf{f^f", É" @ì, ðÿ'è, μ, Ü, ·B

["@ñÿ'èf{f^f" : -ß,é/'O,Ö]

ñ<Æ't,lfEfbf"fhfE,ÅfNfŠfbfNñA,Ü,½,Ífhf%oofbfO,μ,½ñèñŠ,ÉñA-  
ß,é/'O,Ö"@ñÿ'èf{f^f",a"}"ü,<sup>3</sup>è,Ü,·ñB[lfufWfFfNfg,ì"@ñÿ'è] f\_cfAñfñfO  
f{fbfNfX,ÅñAñ{f^f",É"@ñ,ðñÿ'è,μ,Ü,·ñB

**[“@ìÿ'èf{f^f” : ìi,þ/ŽŸ,Ö]**

ì<Æ't, ìfEfbf"fhfE, ÅfNfŠfbfN A, Ü, ½, ìfhf%oofbfO, μ, ½èŠ, ÉAìi, þ/  
ŽŸ, Ö" @ìÿ'èf{f^f", 'è' } "ü, ³, è, Ü, ·B[flfufWfFfNfg, ì" @ìÿ'è] f\_CfAfO  
f{fbfNfX, ÅAf{f^f", É" @ì, ðÿ'è, μ, Ü, ·B

["@ìÿ'èf{f^f" : Å%]

ì<Æ't, ìfEjBf"fhfE, ÅNfŠfbfN A, Ü, ½, ífhf%ofbfO, μ, ½è Š, É A Å  
%o"@ìÿ'èf{f^f", ð"}ü, ð, è, Ü, ·B[lfufWfFfNfg, ì"@ìÿ'è] f\_cfAf fO  
f{fbfNfX, ÅAf{f^f", É"@ì, ðÿ'è, μ, Ü, ·B

["@ìÿ'èf{f^f" : ÅĀĒã]

ì<Æ't, ìfEfbf"fhfE, ÅfNfŠfbfN Å, Ü, ½, ìfhf

%ofbfO, μ, ½ è Š, É Å ÅĀĒã "@ìÿ'èf{f^f", a' } "ü, ³, è, Ü, · B [lfufWfFfNfg, ì "@ìÿ'è] f\_fCfAf\_fO

f{fbfNfX, Å Åf{f^f", É "@ì, ðÿ'è, μ, Ü, · B



["@iY'èf{f^f" : -B,é]

ikÆ't,ífEjBf"fhfE,ÅfNfŠfbfN□A,Ü,½,ífhf%oofbfO,μ,½□è□Š,É□A-  
B,é"@iY'èf{f^f",æ"}"ü,³,è,Ü,·□B[ífufWfFfNfg,ì"@iY'è] f\_cfAf□fO  
f{fbfNfX,Å□Af{f^f",É"@i,δ□Y'è,μ,Ü,·□B

**[“@ìÿ'èf{f^f” : fhfLf...f“fg]**

□<Æ't, ìfEfBf“fhfE, ÅfNfŠfbfN□A, Ü, ½, ìfhf%oofbfO, μ, ½□è□Š, É□AfhfLf...  
f“fg”@ìÿ'èf{f^f”, æ’}“ü, ³, è, Ü, ·□B[lfufWfFfNfg, ì“@ìÿ'è] f\_CfAf□fO  
f{fbfNfX, Å□Af{f^f”, É“@ì, ðÿ'è, μ, Ü, ·□B

["@iY'èf{f^f" : fTfEf"fh]

ì<Æ't,ìfEfBf"fhfE,ÅfNfŠfbfN□A,Ü,½,Ífhf

%ofbfO,μ,½□è□Š,É□AftfEf"fh"@iY'èf{f^f",a' } "ü,<sup>3</sup>,è,Ü,·□B[fjfufWfFfNfg,ì"@iY'è] f\_fcAf□fO  
f{fbfNfX,Å□Af{f^f",É"@i,δ□Y'è,μ,Ü,·□B

["@ñÿ'èf{f^f" : frfff]

ñ<Æ't, ìfEfBf"fhfE, ÅfNfŠfbfNñA, Ü, ½, Ífhf

%ofbfO, μ, ½ñèñŠ, ÉñAfrfff" @ñÿ'èf{f^f", ã' } "ü, ã, è, Ü, ·ñB[fjfufWfFfNfg, ì" @ñÿ'è] f\_fCfAfñfO

f{fbfNfX, ÅñAf{f^f", É" @ñi, ðñÿ'è, μ, Ü, ·ñB

**[[Web] fc[f<fo[]**

[Web] fc[f<fo[.,ì•\Ž|,Æ"ñ•\Ž|,ð∅,è'Ö,!,Ü,·∅B


[ft][fU][[Y'èf][jf...][[€-Ú]

f})fNf[ ,đš,,,è"-,Ä,éft[fU][[Y'è,ìf][jf...][[€-Ú,Å,·[B

[ft][fU][[Y'èf{f^f"]

f})fNf[,,è"-,Ä,éft[fU[[Y'è,ìf{f^f",Å,·B

[‘S%œ-Ê•Ž!,ð•Â,ŕ,é]

fAfvfŠfP[fVf#f“□A,ŕ,æ,ÑfhfLf...f□f“fg fEfBf“fhfE,ì‘S%œ-Ê•Ž!,ð□Ø,è‘Ö,!,Ü,·□B¼‘O,ì•Ž!f,□[fh,É-  
ß,·,É,í□A  (‘S%œ-Ê•Ž!) ,ðfNfŠfbfN,μ,Ü,·□B



[fŠf“fN,ì%øđ□œ]

'l'đ,μ,½fŠf“fN,đ%øđ□œ,μ,Ü,·□B

fñfCfp□[fŠf“fN,ìé□#□AfŠf“fN,đ•œŠ^,³,¹,é,É,í□A['] }“ü] f□fjf...□[.ì [fñfCfp□[fŠf“fN] ,đfNfŠfbfN,μ,Ü,·□B

[fŠf“fN,ì•i□X]

'l'ò,μ,½fŠf“fN,É•Ê,ìfŠf“fNƐ³ftf@fCf<,òŽw'è,μ,Ü,·□B

[fŠf“fNCE³,ðŠJ,]

□□-CE³fAfvfŠfP□[fVf#f“,ÅfŠf“fNCE³fhfLf...f□f“fg,ðŠJ,«,Ü,·□B

[fŠf“fN,ìXV]

fŠf“fNĒ³ftf@fCf<,©,çAŠj,č,Ä,č,éfhfLf...f“fg,ì,·,×,Ä,ìfŠf“fN,ðXV,μ,Ü,·B

[F,Æü,ìÝ'è] ([Ž®] fjjf...l)

[F,Æü] f^fu (fl[fgVfFfCfv,ìŽ®Ý'è] f\_fCfAfffO f{fbfNfX)

,ÅA'ìδ,μ,½flfufWfFfNfg,âf[fgVfFfCfv,ì'h,è,Â,Ô,μ,ìF,Æü,ìŽí—p,δÝ'è,μ,Ü,·B

**[–ÚŽŸxf%ofCfh, ©, ç“WŠJ] (lfc□[f<] f□fjf...□l)**

CE»□Ý,lfxf%ofCfh,ďšefxf%ofCfh,É“WŠJ,μ,Ü,·□BCE»□Ý,lfxf%ofCfh,ì 1 ,Â,ì'i—Ž,<sup>a</sup> 1 ,Â,ì□V,μ,čfxf  
%ofCfh,É,È,è,Ü,·□B

[fx[fXf%ofCf“,ð%oo°,°é]

'l'ð,μ,½fefLjXfg,ÉAfX[fXf%ofCf“,æ,è%oo°,°é%oo°•t,«,ìŽ®,ð'Ç%oÁ,μAftfHf“fg fTfCfY,ð¬,³,-  
,Å,«,éé#,í¬,³,çftfHf“fg,É•ïX,μ,Ü,·BShift + Ctrl + Alt + < fL[ð  
%oÿ,μ,Ä,à““,¶CE<%oÉ,â“¾,ç,é,Ü,·B

[fx][fXf%ofCf“,đă°,é]

'l'đ,μ,½fefLjXfg,ÉAfX[fXf%ofCf“,æ,èă°,éă•t,«,ì'Ž®,đ'Ç%Á,μAftjHf“fg fTfCfY,đ¬,³,-  
,Ă,«,éêê‡,í¬,³,çftjHf“fg,É•ïX,μ,Ü,·B**Shift + Ctrl + Alt + >** fL[đ  
%oÿ,μ,Ă,à““,Ź<%oÉ,â“¼,ç,ê,Ü,·B



**[V,μ,ϕ]fVfEflf"fe[Vf] f\_CfAfO f{fbfNfX**

[V<K] f\_CfAfO f{fbfNfX,δ·Ž!,μ,Ü,·B<ó",)fVfEflf"fe[Vf]"A'!δ,μ,½fffUfCf"  
fef"fvfE[fqA,Ü,½,Í, ,ç, ©, ¶,ß"à—e,ÆfffUfCf",<sup>a</sup>—p^Ó,<sup>3</sup>,ê,Ä,ϕ  
,éfef"fvfE[fq,đŠ,ÉV,μ,ϕ]fVfEflf"fe[Vf]",đì,·,·,é,±,Æ,<sup>a</sup>,Ä,«,Ü,·B

[•ŕŽšŕŽ® ,ì%øðœ]

'l'ð,µ,½•ŕŽš—ñ,©,çŽè“®,ÅŕÝ'è,<sup>3</sup>,è,½•ŕŽšŕŽ®,ðíœ,µAŠù'è,ìftfHf“fg,ðÄŕÝ'è,µ,Û,·B

**[fEfBf“fhfE“à,lfXf%ofCfh fVf#[]]**

fEfBf“fhfE“à,ÅfXf%ofCfh fVf#[][,đŽÀ[]s,μ[]AfXf%ofCfh,©,ç•Ê,lfXf%ofCfh,É,·,î,â,fWjfff“fv,·,é,½,ß,ÉŽg—  
p,·,é—š—đfŠfXfg,đ—p^Ó,μ,Ü,·[]BCEÂ•Ê,ÉŠm”F[]AŽQ[]Æ,·,é,É,í[]AfEfBf“fhfE“à,ÅfXf%ofCfh  
fVf#[][,đŽÀ[]s,·,é,±,Æ,đ,“Š©,ß,μ,Ü,·[]B

[ñ,ı]

“ú- {ÆéftfHf“fg,Æ%øp•¶ftfHf“fg,ì^É'u,ðAftfHf“fg,ìñ[l,ðŠi€É,μ,Ä'μ,ı,Ü,·B

['t%o>'μ,;]

"ú- {ŒêftfHf"fg,Æ%oρ•ŋftfHf"fg,ì^Ê'u,ðAftfHf"fg,ìã%o' t%o>,đŠî€ ,É,μ,Ä'μ,; ,Ü,·B

**[%pŽš%°‘μ,;]**

“ú- { ĀēftfHf“fg,Æ%°p•¶ftfHf“fg,ì^Ê‘u,đ□A%°p•¶ftfHf“fg,ì%°’[,đŠî□€,É,μ,Ä‘μ,;|,Ü,·□B

**[%°μ, ]**

“ú- {ÆêftjHf“fg,Æ%°p•¶ftjHf“fg,ì^Ê'u,ðAftjHf“fg,ì%°'[,ðŠi€É,μ,Ä'μ,!,Ü,·B

[fj]f%o[•\Ž:]

f~fj fXf%ofCfh,ðj]f%o[.Å•\Ž!,μ,Ü,·B



[""••\Ž:]

f~fj fXf%oofCfh,đ" '□•,Å•\Ž!,μ,Ü,·□B""□•fvfŠf"f^,ÅfvfĀEf[f"fe□[fvf#f",đ^ó□ü,,é,Æ□A,Ç,ì,æ,x  
,É^ó□ü,<sup>3</sup>,é,é,©,đŠm"F,·,é,±,Æ,ā,Å,«,Ü,·□B

【•Ö\*¥□^—□】

□s"ª,Ü,½,Í□s--É'u,ç,Ä,Í,ç,¯,È,ç•¶Žš,đŽw'è,μ,Ü,·□B

**[%ü s]**

<Ö'¥^—,È,ÇA%ü s,lfjvfVfjf“,đ•Ž!,μ,Ü,·B

[fAjjf□□[fVf#f“,ìĀě,Å”ñ•\Ž|,É,·,é]

'l'đ,μ,½fjfufWfFfNfg,đfXf%ofCfh,Å•\Ž|,μfAjjf□□[fVf#f“,đŽÀ□s,μ,½Āě,Å□AflfufWfFfNfg,đ”ñ•\  
Ž|,É,μ,Ü,·□B

[f}fEfX fNfŠfbfNžž,É"ň•\Ž!,É,·,é]

'l'đ,μ,½fufufWfFfNfg,đfXf%ofCfh,Å•\

Ž!,μfAfjf□□[fVf#f",đŽÀ□s,μ,½CEă,Å□AfufufWfFfNfg,đf}fEfX,ÅfNfŠfbfN,μ,½,Æ,«,É"ň•\Ž!,É,μ,Ü,·□B

**['W,,μ,È,ç]**

fIfufWfFfNfg,đfXf%ofCfh,Å•\Ž!,μfAfjff□□[fVf+f“,đŽÀ□s,μ,½CEã,Å□AfIfufWfFfNfg,ì□F,ª'W,ç□F,Ü,½,Í”-  
.ç□F,É,È,ç,È,ç,æ,α,É,μ,Ü,·□B

[<C³ó•â>]

»ÝA'í'đ,³,ê,Ä,ç,éÊê,ÆC³ó•â,đ'uŠ,·,é,É,íA,±,ìC³ó•â,đfNfŠfbfN,μ,Û,·B

[fOfŠfbfh,Éñ,í,¹,é]

fRf“fgf□□[f<,̀jTfCfY,đfOfŠfbfh□ü,Éñ,í,¹,Ä•ïX,μ,Ü,·□B



[fOjŠfbfh,É†,í,¹,é]

fRf“fgf□□[f<,ðfOjŠfbfh□ü,É†,í,¹,Ä”z’u,µ,Ü,·□B

**[f^fu f[f\_[]]**

ftfH[f€ä,lfRf“fgf[f<,lf^fu f[f\_[]],đY’è,μ,Ü,·B



**[ ] } C E ` , i • i X : “ @ i Y ’ e f { f ^ f “ : f t [ f U [ [ Y ’ è ]**

‘ I ’ ð , µ , ½ f [ [ f g f V f F f C f v , ð [ f t [ f U [ [ Y ’ è ] , i “ @ i Y ’ e f { f ^ f “ , É • i X , µ , Ü , · B f { f ^ f “ , É “ @ i , ð Š , , , è “ -  
, Ä , é , É , í A [ f X f % o f C f h f V f # [ ] f [ f f f . . . [ , i [ f i f u f W f F f N f g , i “ @ i Y ’ è ] , ð f N f Š f b f N , µ , Ü , · B

**[ ] } € ` , i • i X : “ @ ì ò Ý ’ è f { f ^ f “ : f z [ f € ]**

'l' ð, µ, ½ f [ f g f V f F f C f v, ð [ f z [ f € ] , ì “ @ ì ò ò Ý ’ è f { f ^ f “ , É • ì X, µ, Ü, · B f { f ^ f “ , É “ @ ì ò, ð Š, „, è “ - , Ä, é, É, Í A [ f X f % o f C f h f V f † [ ] f [ f j f . . . [ , ì [ f l f u f W f F f N f g, ì “ @ ì ò ò Ý ’ è ] , ð f N f Š f b f N, µ, Ü, · B

**[ ] } Ⓒ ` , i • i X : “ @ ñ Ñ ’ è f { f ^ f “ : f w f · f v ]**

'l' ð , μ , ½ f [ [ f g f V f F f C f v , ð [ f w f · f v ] , i “ @ ñ Ñ ’ è f { f ^ f “ , É • i X , μ , Ü , · B f { f ^ f “ , É “ @ ñ , ð Š , , , è “ - , Ä , é , É , Í A [ f X f % o f C f h f V f † [ ] f [ f j f . . . [ , i [ f l f u f W f F f N f g , i “ @ ñ Ñ ’ è ] , ð f N f Š f b f N , μ , Ü , · B

**[ ] } Ⓒ ` , i • i X : “ @ ñ Ñ ’ è f { f ^ f “ : [ ñ • ñ ]**

'l' ð, µ, ½ f [ [ f g f V f F f C f v, ð [ ñ • ñ ] , l “ @ ñ Ñ ’ è f { f ^ f “ , É • ñ X, µ, Ü, . □ B f { f ^ f “ , É “ @ ñ ñ, ð Š, , , è “ - , Ä, é, É, Í □ A [ f X f % o f C f h f V f † □ [ ] f □ f j f . . . □ [ , Ì [ f l f u f W f F f N f g, Ì “ @ ñ Ñ ’ è ] , ð f N f Š f b f N, µ, Ü, . □ B

**[ ] } € ` , i • i X : “ @ ì ò ý ’ è f { f ^ f “ : - ß , é / ‘ O , Ö ]**

'I' ð , µ , ½ f [ [ f g f V f F f C f v , ð [ - ß , é / ‘ O , Ö ] , ì “ @ ì ò ò ý ’ è f { f ^ f “ , É • i X , µ , Ü , · B f { f ^ f “ , É “ @ ì , ð Š , , , è “ - , Ä , é , É , í A [ f X f % o f C f h f V f † [ ] f [ f j f . . . [ , ì [ f l f u f W f F f N f g , ì “ @ ì ò ò ý ’ è ] , ð f N f Š f b f N , µ , Ü , · B



**[ ] } € ` , i • i X : “ @ ñ ñ Ý ’ è f { f ^ f “ : ñ i , p / Ž Ÿ , Ö ]**

'l' ð , µ , ½ f [ [ f g f V f F f C f v , ð [ ñ i , p / Ž Ÿ , Ö ] , i “ @ ñ ñ Ý ’ è f { f ^ f “ , É • i X , µ , Ü , · ñ B f { f ^ f “ , É “ @ ñ , ð Š , , è “ - , Ä , é , É , í [ A [ f X f % o f C f h f V f † [ ] f ñ f j f . . . [ , ð [ f f u f W f F f N f g , i “ @ ñ ñ Ý ’ è ] , ð f N f Š f b f N , µ , Ü , · ñ B

{}Ⓒ` ,i•iX : “@ìÝ’èf{f^f” : Å%o]

'I'δ,μ,½f[fVfVfVfVfV,δ [Å%o] ,ì“ @ìÝ’èf{f^f” ,É•iX,μ,Ü,·Bf{f^f” ,É“ @ì,δŠ,,è“- ,Ä,é,É,íAIfXf  
%ofCfh fVf#[] f[]f...[] ,ì [fufWfVfNfg,ì“ @ìÝ’è] ,δfNfŠfbfN,μ,Ü,·B

**[ ] } Ć ` , i • i X : “ @ i Y ’ è f { f ^ f “ : Å Ć ä ]**

'I' ð, µ, ½ f [ f g f V f F f C f v, ð [ Å Ć ä ] , i “ @ i Y ’ è f { f ^ f “ , É • i X, µ, Ü, · B f { f ^ f “ , É “ @ i, ð Š, ,, è “ - , Ä, é, É, Í A [ f X f % o f C f h f V f † [ ] f [ f j f . . . [ , Ì [ f l f u f W f F f N f g, i “ @ i Y ’ è ] , ð f N f Š f b f N, µ, Ü, · B

**[ ] } € ` , i • i X : “ @ ñ ñ Ý ’ è f { f ^ f “ : - ß , é ]**

'l' ð , µ , ½ f [ [ f g f V f F f C f v , ð [ - ß , é ] , ì “ @ ñ ñ Ý ’ è f { f ^ f “ , É • ï X , µ , Ü , · ñ B f { f ^ f “ , É “ @ ñ ñ , ð Š , , , è “ - , Ä , é , É , Í A [ f X f % o f C f h f V f † [ ] f ñ f j f . . . [ , ì [ f l f u f W f F f N f g , ì “ @ ñ ñ Ý ’ è ] , ð f N f Š f b f N , µ , Ü , · ñ B

**[ ] } C E ` , i • i X : “ @ ò ò Y ’ è f { f ^ f “ : f h f L f ... f ò f “ f g ]**

'l' ð, µ, ½ f [ [ f g f V f F f C f v, ð [ f h f L f ... f ò f “ f g ] , ì “ @ ò ò Y ’ è f { f ^ f “ , É • i X, µ, Ü, · ò B f { f ^ f “ , É “ @ ò ò , ð Š , , , è “ -  
, Ä, é, É, í A [ f X f % ò f C f h f V f # [ ] f ò f f ... [ , ì [ f i f u f W f F f N f g, ì “ @ ò ò Y ’ è ] , ð f N f Š f b f N, µ, Ü, · ò B

**[ ] } C E ` , i • i X : “ @ ñ ñ Y ’ è f { f ^ f “ : f T f E f “ f h ]**

'l' ð, µ, ½ f [ [ f g f V f F f C f v, ð [ f T f E f “ f h ] , i “ @ ñ ñ Y ’ è f { f ^ f “ , É • i X, µ, Ü, · B f { f ^ f “ , É “ @ ñ, ð Š, ,, è “ - , Ä, é, É, í A [ f X f % o f C f h f V f † [ ] f [ f j f . . . [ , ì [ f l f u f W f F f N f g, i “ @ ñ ñ Y ’ è ] , ð f N f Š f b f N, µ, Ü, · B

**[ ] } € ` , i • i X : “ @ ò ò Ý ’ è f { f ^ f “ : f r f f f ! ]**

'l' ð, µ, ½ f [ [ f g f V f F f C f v, ð [ f r f f f ! ] , ì “ @ ò ò Ý ’ è f { f ^ f “ , É • ì X, µ, Ü, · B f { f ^ f “ , É “ @ ò ò , ð Š , , , è “ - , Ä, é, É, Í A [ f X f % o f C f h f V f † [ ] f [ f j f . . . [ , ì [ f l f u f W f F f N f g, ì “ @ ò ò Ý ’ è ] , ð f N f Š f b f N, µ, Ü, · B

**[ ] } € ` , i • i X : “ @ ñ Ñ ’ è f { f ^ f “ ]**

'l' ð, µ, ½ f [ [fgfVfFfCfv, ðfNfŠfbfN, µ, ½ “ @ ñ Ñ ’ è f { f ^ f “ , É • i X, µ, Ü, · Bf { f ^ f “ , É “ @ ñ , ð Š „ , è “ - , Ä, é, É, í A [fXf % of Cfh fVf# [ ] f [fj f... [ , ì [fufWfFfNfg, ì “ @ ñ Ñ ’ è ] , ðfNfŠfbfN, µ, Ü, · B



[,±,±,É“Y•tftf@fCf<,ðfRfs[]]

“dŽqf[]f< f[]fbfZ[]fW,ì“Y•tftf@fCf<,Æ,μ,Äfhf%°fbfO,μ,½fAfCfef€,ìfRfs[],ðACE»Ý,ìf|  
fCf“f^,ì^É'u,É' }“ü,μ,Ü,·B

[fŠf“fN,<sup>3</sup>,ê,½“Y•tftf@fCf<,Æ,μ,ÄfRfs□□]

“dŽqf□□[f< f□fbfZ□[fW,ÉfŠf“fN,<sup>3</sup>,ê,½“Y•tftf@fCf<,Æ,μ,Äfhf%ofbfO,μ,½fAfCfef€,lfRfs□[,ð□ACE»□Ý,lf|  
fCf“f^,)^É'u,É' }“ü,μ,Ü,·□B

[,±,±,É- {•¶,ðfRfs[]]

fhf%°fbfO,µ,½fAfCfef€,ìfRfs[],ðŒ»Ÿ,ìfjCf“f^,ì^Ê'u,É' }“ü,µ,Ü,·B

[fEfBf“fhfE,ì^ê—•\Ž!]

□\Æ't,ìfEfBf“fhfE,É□Ø,è'Ö,ì,éfEfBf“fhfE,đfNfŠfbfN,μ,Ü,·□B

**[Microsoft Office Web fY[fW]**

Microsoft Office Web fTfCfG,ÉÚ'±,μ,Ü,·B,±,ìTfCfG,Å,ÍAÅVî•ñ,â Office  
fAfvfŠfP[fVf#",)fwf<fv,ª¼,ç,è,Ü,·B

["z•zŽ'—ζ (2 fXf%ofCfh/fy□[fW) ,ì^Ê'u,ð•\Ž!]

"z•zŽ'—ζf}fXf^,ìvfCE□[fXfzf\_f\_,ð'²□@,μ,Ä□A1 fy□[fW,É 2 -‡,ìf~fj fXf%ofCfh,ðŠÜ,ρ"z•zŽ'—  
ζ,ð□□¬,μ,Ü,·□B

["z•zŽ'—z (3 fXf%ofCfh/fy□[fW) ,ì^Ê'u,ð•\Ž!]

"z•zŽ'—z}fXf^,ìvf□□[fXfzf\_f\_,ð'²□@,μ,Ä□A1 fy□[fW,É 3 -‡,ìf~fj fXf%ofCfh,ðŠÜ,‡"z•zŽ'—  
z,ð□□¬,μ,Ü,·□B

["z•zŽ'—z (6 fXf%ofCfh/fy[fW) ,i^Ê'u,ð•\Ž!]

"z•zŽ'—z}fXf^,lfvfE[fXfzf\_f\_,ð'²@,μ,ÄA1 fy[fW,É 6 -‡,lf~fj fXf%ofCfh,ðŠÜ,‡"z•zŽ'—  
z,ði¬,μ,Ü,·B



[fAfEfgf%ofCf“,ì^Ê'u,ð•\Ž!]

Ĉ»Ÿ•\Ž!,μ,Ä,č,évfĈf[f“fe[fVf#f“,ìfAfEfgf%ofCf“,ìfĈfCfAfEfg,ð'²@,μ,Ü,·B

**[ftf@fcf,]fcf“f|[fg]**

ftf@fcf<,âff|[f^ fV|[fg,ì's'ì,ü,½,í'í'ð,μ,½"í'í,ðfcf“f|[fg,μ,ü,·□B4,000 □s 4,000 —ñ,ü,â,ìff|[f^,ðfcf“f|[fg,â,«,ü,·□B,½,¾,μ□Afof%oft,É•\Ž!,â,«,é,ì,í 255 ff|[f^cEn—ñ,ü,â,â,·□B

[**đt,«ž®**]

Žw'è,μ,½'l,Ü,½,í''l,ÉŠî,Ã,†,½ĈÿđđĈĈ,Æ^è'v,μ,½fZf<,É'ž®,đÝ'è,μ,Ü,·B

**[fufbfN,ì•ÙCEì,Æ<α—L]**

<α—LfufbfN,ì<α—L,“,æ,Ñ•ï□X,ì—š—ð,ð•ÙCEì,μ,Ä□A,±,é,ç,ì<@“\,ðfift,É,Å,«,È,ç,æ,α,É,μ,Ü,·□BfufbfN,ª<α—LfufbfN,Ä,È,ç,Æ,«□A,±,ìf`fFbfN f{fbfNfX,ðfif“,É,μ,Ä [OK] ,ðfNfŠfbfN,μ,½□ê□#□AfufbfN,ð<α—LfufbfN,Æ,μ,Ä•Ù`¶,·,é,©,Ç,α,©,ð□q,È,éf□fbfZ□[fW,ª•\Ž!,³,è,Ü,·□BŠù,É<α—L•¶□',Æ,μ,Ä□Ý'è,³,è,Ä,ç,éfufbfN,Ä,í□A<α—L,ð•ÙCEì,μ,½,è—š—ð,ð•ï□X,μ,½,è,Ä,«,Ü,·□B,½,¾,μ□A•ÙCEì,ÉfpfXf□□[fh,ðŠ,,,è“- ,Ä,é,±,Æ,í,Ä,«,Ü,¹,ñ□BfpfXf□□[fh,ðŠ,,,è“- ,Ä,é,É,í□A,Ü,·fufbfN,ì<α—L,ð%øð□œ,μ,Ü,·□B □ì<Æ't,ì<α—LfufbfN,ª•ÙCEì,³,è,Ä,ç,é,Æ,«□A,±,ìfRf}f“fh,í [α—LfufbfN,ì•ÙCEì%øð□œ] ,É•í,í,è,Ü,·□B

[,±,±,ÉlfufWfFfNfg,ðfŠf“fN]

fŠf“fN,μ,½fJfufWfFfNfg,Æ,μ,Äfhf%ofbfO,μ,½fAfCfef€,lfRfs□[,ð□ACE»□Ý,lfJfCf“f^,ì^É'u,É'}“ü,μ,Ü,·□B

[,±,±,ÉfefLfXfg,ìVf#[]fgfjfbfg,ðì[-]

Ž®,È,µfefLfXfg,Æ,µ,Ähf%fbfO,µ,½fAfCfef€,ìVf#[]fgfjfbfg,ðACE»Ý,ìjCf“f^,îÊ‘u,É’}“ü,µ,Û,·B

[,±,±,ÉfAfCfRf“,ìfVf#[]fgfjfbfg,ð[]ì[]-]

fAfCfRf“,Æ,μ,Äfhf%°fbfO,μ,½fAfCfef€,ìfVf#[]fgfjfbfg,ð[]ACE»[]Ý,ìfjCf“f^,ì^Ê'u,É'}“ü,μ,Ü,·[]B

[,±,±,ÉfefLjXfg,lfVf#[]fgfjfbfg,ð'}“ü]

□'Ž®,È,µfefLjXfg,Æ,µ,Ähf%fbfO,µ,½fAfCfef€,lfVf#[]fgfjfbfg,ðACE»□Ý,lfjCf“f^,îÊ'u,É'}“ü,µ,Ü,·□B



[fVf# [fgf]fbfg, ðfufWfFfNfg, É“Y•t]

fhf%bfO, µ, ½fAfCfef€, ðfVf# [fgf]fbfg, ðAf]fCf“fg, µ, ½fufWfFfNfg, É'Ç%Á, µ, Ü, ·B

**[Microsoft fz [f€ fy [fW]**

Microsoft Web fTfCfg,ÉÚ'±,μ,Û,·B,±  
,ìfTfCfg,Å,ÍAÅVî•ñAfej"fvfCE [fg AfAvfŠfP [fVf#f" AfEfBfU [fh,È,Ç,ÉŽg—p,Å,«,éfŠ\  
 [fX,đ'ň<Ÿ,μ,Ä,č,Û,·B

[%oÓð',«]

'l'ð,μ,½'i—Ž,É□s“<sup>a</sup>•qŽš,ì•t,ç,½%oÓð',«,ð'Ç%oÁ,μ,Û,·□B

[%oÓð',«]

'l'ð,μ,½'i—Ž,É□s“<sup>a</sup>•¶Žš,ì•t,ç,½%oÓð',«,ð'Ç%oÁ,μ,Û,·□B

**[‘i–Ž”Ô†]**

‘l’đ,μ,½‘i–Ž,É‘i–Ž”Ô†,đ’Ç%oÁ,μ,Û,·B

**[i-ž"ô†]**

'l'đ,μ,½'i-ž,É'i-ž"ô†,đ'ç%oÁ,μ,Ü,·B

## [fCf“fff“fg]

'l'đ,μ,½'i—Ž,đŽŸ,lf^fu^Ê'u,Ü,ÅfCf“fff“fg,.,é,©□A,Ü,½,Í'l'đ,μ,½fZf<,âfAfcfef€,đ•W□€,ìftfHf“fg fTfCY,ì  
1 •¶Žš,ì•□,¾,~%oE'α,ÉfCf“fff“fg,μ,Ü,·□B

## [fCf“fff“fg]

'l'đ,μ,½'i—Ž,đŽŸ,lf^fu^Ê'u,Ü,ÅfCf“fff“fg,.,é,©□A,Ü,½,Í'l'đ,μ,½fZf<,âfAfcfef€,đ•W□€,ìftfHf“fg fTfCY,ì  
1 •¶Žš,ì•□,¾,~%oE'α,ÉfCf“fff“fg,μ,Ü,·□B



[fCf“fff“fg%ođœ]

'l'đ,μ,½'i—Ž,đ'O,lf^fu^Ê'u,Ü,Å-ß,·,©□A,Ü,½,í'l'đ,μ,½fAfcfef€,"à—e,đ•W□€,lftfHf“fg fTfCfY,ì 1  
•¶Žš,ì•□,¾,~□¶'α,É-ß,μ,Ü,·□B

[fCf“fff“fg%ođœ]

'l'đ,μ,½'i—Ž,đ'O,lf^fu^Ê'u,Ü,Å-ß,·,©□A,Ü,½,í'l'đ,μ,½fAfCfef€,"à—e,đ•W□€,lftfHf“fg fTfCfY,ì 1  
•¶Žš,ì•□,¾,~□¶'α,É-ß,μ,Ü,·□B

**[FAQ W]**

Microsoft Web fTfCfg,ÉÚ'±,μ,Ü,·B,±,lfTfCfg,ÅAfAfvfŠfP[lVf+f",ÉŠÖ,·,é FAQ W,δ•\Ž!,Å,«,Ü,·B

**[ftfB][fhfofbfN,ì'—M]**

Microsoft Web fTfCfg,ÉÚ'±,μ,Ü,·B,±,ìTfCfg,ÅAMicrosof fAfvfŠfP[fVf#f",ÉŠÖ,·,é—v-],â-â'è,ð'—  
M,Å,«,Ü,·B



[XV]

fzXfg ftf@fCf<,ì-,,ßž,ÝfufWfFfNfg,đXV,μ,Ü,·B

**[ff][f^ ftfB][f<fh•ÒW]**

'l'δ,μ,½ff[f^ ftf@fCf<,lfwfbf\_[]s,lfB[f<fh-¼,δAí[]æA•ïX'A}'“ü,μ,Ü,·B

[□"Ž®,Æ'I,ìfNfŠfA]

fZf<,ì"à—e (ff□[f^,Æ□"Ž®) ,đ'!đ,μ,½fZf<,©,ç□í□œ,μ,Ü,·□BfZf<,ì□'Ž®,âfRf□f"fg,É,Í%œ<¿,đ—  
^,ì,Ü,<sup>1</sup>,ñ□B



[Xf%ofCfh,ìRfs[]]

'l'ð,μ,½fXf%ofCfh,ðfRfs[][,μ,Û,·[]B

**[HTML Ć`Ž@,Ā•Ū'ŋ]**

HTML Ć`Ž@,Ā•Ū'ŋ,μ,Û,·□BfAfvfŠfP□[fVf#f“,É,æ,Á,Ä,Í□AfEfBfU□[fh,²<N“@,μ□AŠÈ'P,È'€□ì,Ā World  
Wide Web —p,É•İŠ·Ā,<,Û,·□B

[řifĚ [řvfřf“, ěžž‘áž~]

%<sup>1</sup> [ř, řifĚ [řvfřf“, ě^%<sup>1</sup>, đ‘t‘f, μ, Ů, · B

**[PowerPoint fZf“fgf%of<]**

PowerPoint fZf“fgf%of<,đŽÀ□s,μ,Ü,·□B

[¼'Ö,ì•Ž!]

¼'Ö,É•Ž!,μ,½fXf%ofCfh,ð•Ž!,μ,Ü,·B

[. ,À•À, x'Ö, ;]

fj [fj<, ì, ,é—ñ, ð—~—p, μ, ÄA' ð, μ, ½€-

Ú, ðAfAf<ftf@fxfbf g#A" 'l, ì¬, ³, ç#A, Ü, ½, í"ú•t, ìCEÃ, ç#É•À, x'Ö, ;, Ü, ·B^È'O, É•Ê, ì•À, x'Ö, ;, ìfjvfV  
f#f", ðÝ'è, μ, ½é# , ìA, » , è, ç, ìfjvfVf#f", ¢—LCEø, Å, ·B

[~•À,×'Ö,;]

fj[f<,ì, ,é—ñ,δ—~—p,μ,ÄA'!δ,μ,½€-

Ú,δAfA<ftf@fxfbfg,ì<t#A''!l,ì'â,«,ç#A,Ü,½,í"ú•t,ìV,μ,ç#É•À,×'Ö,;,Ü,·B^È'O,É•Ê,ì•À,×'Ö,;,jff  
vfVf#f",δÝ'è,μ,½ê#íA,»,ê,ç,ì!fvfVf#f",<sup>a</sup>—LCEø,Â,·B

**[fOf<[fv%o»]**

'l'δ,μ,½Ú×ff[f^,ìs,Ü,½,Í—ñ,đfAfEfgf%ofCf",ìfOf<[fv,Æ,μ,Ä'è<`,μAfff[f^,đ,Ü,Æ,ß,é,±,Æ,ª,Å,«,Ü,·BfAfEfgf%ofCf",đòì¬,μ,Ä,ç,È,çèè#,ÍA,±,ìfRf}f"fh,đŽg—p,·,é,ÆfAfEfgf%ofCf",ªòì¬,ª,ê,Ü,·B

fsf{fbfgfe[fuf< fCef|[fg,Ü,½,ìfsf{fbfgfOf%oft fCef|[fg,Ä,ÍA,±,ìfRf}f"fh,ÍAftfB[f<fh"à,ìfAfCfef€ ,đfOf<[fv%o»,μA•i" ,ìfAfCfef€,©,ç 1 ,Ä,ìfAfCfef€ ,đòì¬,μ,Ü,·B,½,Æ,ì,ÍA"úAATACEŽ,È,Ç,ì"ú•t,đŽl"¼Šú,ÉfOf<[fv%o»,·,é,±,Æ,ª,Å,«,Ü,·B



**[fOf<[fv%ođoe]**

fAfEfGf%ofCf“,²ò□¬,³,ê,½f□□[fNfV□[fg□ă,ì'ì'đ,μ,½□s,Ü,½,í—ñ,ìfOf<[fv,đ%ođoe,μ,Ü,·□B

fsf{fbfgfe□[fuf< fCef|□[fg,Ü,½,ífsf{fbfgfOf%oft fCef|□[fg,Å,í□A,±,ìfRf}f“fh,đŽg—

p,·,é,Æ□AfOf<[fv,ìŠefAfCfef€,đ□AfOf<[fv,É,Ü,Æ,ß,ç,è,Ä,ç,½ŠefAfCfef€

,É•²Š,,,μ,Ü,·□B,½,Æ,ì,î□AZI”¼Šú,đCE³,ìCEA•É,ì“ú•t,É•²Š,,,μ,Ü,·□B

## [fCf“fff“fg]

•W□€,\lftfHf“fg,\-ñ 1 •¶Zš•a,\)•□,¾, □A'l'đ,μ,½fZf<,\“à—e,\fCf“fff“fg,đ□Ý'è,μ,Ü,·□B

[fCf“fff“fg%øðœ]

•W□€,lfHf“fg,ì-ñ 1 •¶Žš•a,ì•□,¾, □A'l'ð,μ,½fZf<,ì“à—e,lfCf“fff“fg,ð%øðœ,μ,Ü,·□B

**[—š—ö]**

•\Ž!.,.éfXf%ofCfh,öfNfŠfbfN,μ,Ü,·□B

[fɛfˈfʋfɛ [fɔ, ɪˈð]

Žg—p%oÂ“\,Èfɛfˈfʋfɛ [fɔ, ð•\Ž|, μ, Ü, ·B

["÷'²@ (1 fsfNfZf<ã)]

'l'ð,µ,½fufufWfFfNfg,ðA^ê"x,É 1 fsfNfZf<, ,Âã•ûEü,É^Ú"@,µ,Ü,·B

["÷'²⊠ (1 fsfNfZf<%°°)]

'l'δ,μ,½fjfufWfFfNfg,δ⊠A^ê"x,É 1 fsfNfZf<,,Â%°°•û⊠ü,É^Ú"⊠,μ,Ü,·⊠B

["÷'²@ (1 fsfNfZf<□1)]

'l'δ,μ,½fufWfFfNfg,δA^ê"x,É 1 fsfNfZf<, ,Â1•ûEü,É^Ú" @,μ,Ü,·B



["÷'²@ (1 fsfNfZf<%E)]

'l'δ,μ,½fufufWfFfNfg,δA^ê"x,É 1 fsfNfZf<,,Â%E•ûŒü,É^Ú"@,μ,Ü,·B

## [']“ü]

[fzf<,ì}“ü] f\_fCfAf□fO f{fbfNfX,ð•\Ž|,μ,Ü,·□B,±,ìf\_fCfAf□fO  
f{fbfNfX,Å,í□Afzf<,ð}“ü,μ,½,Æ,«,É□A}“ü^Ê^u,ìŽü^í,ìfzf<□A□s□A,Ü,½,í—  
ň,đVftfg,·,é•ùCEü,đŽw'è,μ,Ü,·□B

[fzf]

'l'δ,μ,½" ,lfzf,δ' "ü,μ,Ü,·B

## [']“ü]

□s,Ü,½,Í—ñ,đ'í'đ,μ,Ä,ç,é□ê□‡,í□A'í'đ"í^í,ì'O,É<ó"' ,ì□s,Ü,½,Í—

ñ,đ'}“ü,μ,Ü,·□Bfsf{fbfgfe□[fuf<,ìff□[f^,đ'í'đ,μ,Ä,ç,é□ê□‡,í□A[□WÇvftfB□[f<fh,ì'}“ü] f\_fCfAf□fO  
f{fbfNfX,đ•\Ž!,μ,Ú,·□B

**[fRfs□[.μ,½fZf<]**

[']"ü"\,è•t,~] f\_fCfAf□fO f{fbfNfX,δ•\Ž|,μ,Ü,·□B,±,lf\_fCfAf□fO  
f{fbfNfX,Å,í□AfRfs□[.μ,½fZf<,δ'}"ü,μ,½,Æ,«,É□A'}"ü^Ê'u,ìŽü^í,lfZf<□A□s□A,Ü,½,í—  
ñ,đVftfg,·,é•ùCEü,đŽw'è,μ,Ü,·□B'}"ü,μ,½fZf<,δCE³,É-β,·,É,í□A[•Ò□W] f□ffj...□[.ì] [CE³,É-β,·  
fRfs□[.μ,½fZf<] ,đfNfŠfbfN,μ,Ü,·□B

**[fRfs□[.μ,½fZf<,ì'}“ü]**

[']“ü“\,è•t,~] f\_fCfAf□fO f{fbfNfX,δ•\Ž|,μ,Ü,·□B,±,ìf\_fCfAf□fO  
f{fbfNfX,Å,í□AfRfs□[.μ,½fZf<,δ'}“ü,μ,½,Æ,«,É□A'}“ü^Ê'u,ìŽü^í,ìfZf<□A□s□A,Ü,½,í—  
ñ,đfVftfg,·,é•ùCEü,đŽw'è,μ,Ü,·□B'}“ü,μ,½fZf<,δCE³,É-β,·,É,í□A[•Ò□W] f□ffj...□[.ì] [CE³,É-β,·  
fRfs□[.μ,½fZf<] ,đfNfŠfbfN,μ,Ü,·□B

[fRfs[L,μ,½fZf<]

fRfs[L,μ,½fZf<,ì“à—e,ðA'I'ð,μ,½ 1 ,Â^È[ã,ìs,Ü,½,í—ñ,É'“ü,μ,Ü,·B

[fRfs[]L,μ,½fZf<,ì'}“ü]

fRfs[]L,μ,½fZf<,ì“à—e,ðA'ì'ð,μ,½ 1 ,Â^È[]ã,ìs,Ü,½,í—ñ,É'}“ü,μ,Ü,·[]B



**[ø, èžæ, Á, ½zfz<]**

[']“ü“\, è•t, ~] f\_fCfAf fO f{fbfNfX, ð•\Ž!, μ, Ü, ·□B, ±, ð\_fCfAf fO  
f{fbfNfX, Å, í□A□ø, èžæ, Á, ½zfz<, ð' }“ü, μ, ½, Æ, «, É□A' }“ü^É'u, ðžü^í, ðzf<□A□s□A, Ü, ½, í—  
ñ, ðVftfg, ·, é•ùCEü, ðŽw'è, μ, Ü, ·□B' }“ü, μ, ½zfz<, ðCE³, É-ß, ·, É, í□A[·Ò□W] f□ffj...□[.ì [CE³, É-ß, ·  
□ø, èžæ, Á, ½zfz<] , ðfNfŠfbfN, μ, Ü, ·□B

[∅, èŽæ, Á, ½fZf<, l' } "ü]

['] "ü" \, è•t, ~ ] f\_fCfAf fO f{fbfNfX, δ•\Ž!, μ, Ü, ·∅B, ±, ð\_fCfAf fO  
f{fbfNfX, Á, í∅∅, èŽæ, Á, ½fZf<, δ' } "ü, μ, ½, Æ, «, É∅A' } "ü^É'u, ðŽü^í, ðfZf<∅A∅s∅A, Ü, ½, í—  
ñ, ðfVftfg, ·, é•úCEü, ðŽw'è, μ, Ü, ·∅B' } "ü, μ, ½fZf<, δCE³, É-β, ·, É, í∅A[·Ö∅W] f∅ffj...∅[.ì [CE³, É-β, ·  
∅, èŽæ, Á, ½fZf<] , ðfNfŠfbfN, μ, Ü, ·∅B

**[∅, èŽæ, Á, ½fZf<]**

∅, èŽæ, Á, ½fZf<, ì“à—e, ðA'í'ð, μ, ½fZf<, É' }“ü, μ, Ü, ·B∅, èŽæ, Á, ½fZf<, ð“\ , è•t, ¯, é, É, íA∅, èŽæ, Á, ½“í^í, Æ“\, è•t, ¯, é“í^í, “¯, ¶fTfCfY, ¯, æ, ÑCE` , Å, , é, ±, Æ, °•K—v, Å, ·B1 , Å, ìfZf<, ðfNfŠfbfN, μ, Ä∅, èŽæ, Á, ½fZf<“í^í, ð“\ , è•t, ¯, é, ©A, Ü, ½, í∅, èŽæ, Á, ½“í^í, Æ“¯, ¶fTfCfY, ¯, æ, ÑCE` , ìŽIŠpCE` , ð'í'ð, μ, Ä, ©, ç∅, èŽæ, Á, ½fZf<“í^í, ð' }“ü, μ, Ü, ·B

[∅, èŽæ, Á, ½fZf<, ì' } "ü]

∅, èŽæ, Á, ½fZf<, ì"à—e, ðA' 'ð, μ, ½fZf<, É' } "ü, μ, Ü, ·B∅, èŽæ, Á, ½fZf<, ð"\  
, è•t, -, é, É, íA∅, èŽæ, Á, ½"í'í, Æ" \, è•t, -, é"í'í, " -, ¶fTfCfY, ", æ, ÑCE` , Å, , é, ±, Æ, °•K—v, Å, ·B1  
, Å, ìfZf<, ðfNfŠfbfN, μ, Ä∅, èŽæ, Á, ½fZf<"í'í, ð"\  
, è•t, -, é, ©A, Ü, ½, í∅, èŽæ, Á, ½"í'í, Æ" -, ¶fTfCfY, ", æ, ÑCE` , ìŽIŠpCE` , ð' 'ð, μ, Ä, ©, ç∅, èŽæ, Á, ½fZf<"í'í, ð'  
} "ü, μ, Ü, ·B

[s, l] "ü"

V, μ, φ, ó, ð, ð, A, 'ð, μ, ½, Z, f, Ü, ½, Í, s, ð, ä, É, } "ü, μ, Ü, ·, B

[s,ð] "ü", è•t, ]

fRfs[.μ,½s,ðA'!ð,μ,½Zf<,Ü,½,Ís,ìã,É}'ü,μ,Ü,·B

[f^fu] (['] "ü] f[]ff...[]]

f^fu • ¶žš,đ[]A[]f[] [f^<,l'u,©,é,Ä,ç,é^Ê'u,É'} "ü,µ,Ü,·[]B

**[d, ě, ä, ž:] ([fEfBf“fhfE] f^fjf...[])**

Š, č, Ä, ç, é, ·, x, Ä, ð, ð, » , ê, ¼, ê, ð · ” · ð “ l, É d, È, é, æ, æ, É “ A ‘ ±, µ, Ä · \Ž!, µ, Ü, · Bf ^ fCf g f <  
fo [], Æ Š e f E f B f “ f h f E, ì ^ è · ”, ð % æ - Ê, É · \Ž!, ³, è, Ü, · B



**[-ÚŽŸfXf%ofCfh,ìòì-]**

fXf%ofCfh^ê—•\Žjf,□[fh,Ü,½,Í•W□€•\Žjf,□[fh,Å'í'ð,μ,½fXf%ofCfh,ìŠef^fCfgr<,©,ç□A□V,μ,çfXf  
%ofCfh,ðòì-μ,Ü,·□B-ÚŽŸfXf%ofCfh,Å,í□A'í'ð,μ,½fXf%ofCfh,ìf^fCfgr<,ðŠí,É,μ,Ä□A  
%oÓðð',«fefLfXfg,ªòì-³,è,Ü,·□BPowerPoint ,Å,í□A'í'ð,μ,½□æ“afXf%ofCfh,ì'O,É'}“ü,³,è,Ü,·□B

**[fAfs [f<] ([fXf%ofCfh fVf#[] - [Šù'è,lfAfjff[] [fVf#f"] fTfuf[]fjif...[]]**

'l'đ,μ,½fefLfXfg,Ü,½,ÍfIfufWfFfNfg,đ[]AŽw'è,³,è,½ŽžŠÔ,ÉŽw'è,³,è,½fAfjff[] [fVf#f"[]#[]~,Å•\  
Ž!,μ,Ü,·[]B[fAfs [f<] ,í[]A[fift] (fAfjff[] [fVf#f",È,μ) ,Æ,Í^Ù,È,è,Ü,·[]B

**[WCVtfB[f<fh]**

[WCVtfB[f<fh,ì']“ü] f\_fCfAfO f{fbfNfX,đ•\Žì,μ,Ü,·B,±,ìf\_fCfAfO  
f{fbfNfX,É,íA[WCVtfB[f<fh,đAfsf{fbfgfe[fuf< fCf] [fg,ìff[f^  
fGfŠfA,É'}“ü,Ä,«,Ü,·BŠù‘¶,ì[WCVtfB[f<fh,đ•ìX,·,é,É,íA[“Ž®] ([fsf{fbfgfe[fuf<] fc[f<fo[.,ì  
[fsf{fbfgfe[fuf<] fffj...[ ] ,đ]fCf“fg,μA[WCVtfB[f<fh] ,đfNfŠfbfN,μ,Ü,·B

## WCVfAfcfe€

WCVfB[f<fh,ì}“ü] f\_CfAfO f{fbfNfX,đ•\Ž!,μ,Ü,·B,±,ìf\_CfAfO f{fbfNfX,Å,ÍACE»Ý‘!‘đ,³,é,Ä,ç  
,éfsf{fbfgfe[fuf< fCf|fg,Ü,½,ísf{fbfgfOf%oft fCf|fg,ÉAWCVfAfcfe€,đ}“ü,Å,«,Ü,·B

[fXf%ofCfh,ì•Ò□W]

fXf%ofCfh fVf#□[,đ□I—<sup>1</sup>,μ,Ä•W□€•\Ž|f,□[fh,É□Ø,è'Ö,;□ACE»□Ý'I'đ,<sup>3</sup>,è,Ä,ç,éfXf%ofCfh,đ•Ò□W,Å,«,«,Ü,·□B

**[%oi,«fCfAfEfg~g]**

␣\<Æ't,lfhfLf...f␣"fg,lfNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,É␣AWord ,lfCfCfAfEfg~g,ð'}"ü,μ,Ü,·␣B

[c',«fCfAfEfg~g]

<Æ't,lfhfLf...f"fg,lfNfŠfbfN,Ü,½,Ífhf%fbfO,μ,½^Ê'u,ÉAWord ,lfCfCfAfEfg~g,ð'}“ü,μ,Ü,·B

**[ 'èĀ^<å ]**

fhfLj...f[]“fg,É’}“ü, ,é’èĀ^<å,đfNfŠfbfN,μ,Ü,·□B



[fCfCfAfEfg~g,ì'Ž@Ÿ'è]

'l'δ,μ,½fCfCfAfEfg~g,É'Ž@,δŸ'è,μ,Û,·B

[ ]},ì'Ž@'Ý'è]

'l'đ,μ,½},ìüAFA'h,è,Â,Ô,μAfpf^[]f"AfTfCfY"A"z'uAfvf[]pfefB,È,Ç,đ'Ý'è,μ,Ü,·B

[•`%æfufWfFfNfg,ì'Ž@Ÿ'è]

'l'ð,μ,½fufWfFfNfg,ìüAFA“h,è,Â,Ô,μAfpf^lf“AfTfCfY“A”z’uAfvf[]pfefB,È,Ç,ðŸ'è,μ,Û,·B

[ftfB[f<fh fR[fh,ì•\Ž!/"ñ•\Ž!]

'l'đ,μ,½ftfB[f<fh,ìftfB[f<fh fR[fh,ÆAftfB[f<fh,ìŽÀsCE<%oÊ,ì•\Ž!,đØ,è'Ö,!,Ü,·BShift + F9 fL[.đ  
%oÿ,μ,Ä,àA•\Ž!,đØ,è'Ö,!,é,±,Æ,a,Â,«,Ü,·BfhfLf...f[f“fg“à,!,·,×,Ä,ìftfB[f<fh,ìftfB[f<fh fR[fh,đ•\  
Ž!,Ü,½,í”ñ•\Ž!,É,·,é,É,íAAlt + F9 fL[.đ%oÿ,μ,Ü,·B

[<r'□,Ö^Ú“@]

'l'δ,μ,½<r'□,δ•\Ž|,μ□A•Ò□W,Å,«,é,æ,ϣ,É,μ,Û,·□B

[•¶--<r'□,Ö^Ú“®]

'l'δ,μ,½•¶--<r'□,δ•\Ž†,μ□A•Ò□W,Å,«,é,æ,α,É,μ,Û,·□B

[fXfyf< f`fFfbfN,ìCE<%oÊ,ð•\Ž!,μ,È,ϕ]

fhfLj...f[]“fg“à,ÅŽ«[]',É“o~^,³,è,Ä,ϕ,È,ϕ'PCEê,ì%oº,ì[]Ô,ϕ“g[]ü,ð[]A“ñ•\Ž!,É,μ,Û,·[]B[]Ô,ϕ“g[]ü,ð•\Ž!,·,é,É,í[]A[fc[][f<] f[]ffj...[][,ì [f[]f[]v[]f[]f[]“],ðfNfŠfbfN,μ[]A[•¶[]í[]Z[]³] f^fu,ðfNfŠfbfN,μ,Û,·[]BŽŸ,É [CE<%oÊ,ð•\,·“g[]ü,ð•\Ž!,μ,È,ϕ] f`fFfbfN f{fbfNfX,ðf[]ft,É,μ,Û,·[]B

[•¶□'□Z□³,ìŒ<%œÊ,ð•\Žì,μ,È,ϕ]

fhfLf...f□f“fg“à,Å•¶-@□ăŒë,è,ì, ,é•”•ª,ì%œª,ì—î,ì”g□ü,ð□A”ñ•\Žì,É,μ,Û,·□B—î,ì”g□ü,ð•\Žì, ,é,É,í□A[fc□[f<] f□ffj...□[,ì [fifvfVf#f“] ,ðfNfŠfbfN,μ□A[•¶□í□Z□³] f^fu,ðfNfŠfbfN,μ,Û,·□BŽŸ,É [Œ<%œÊ,ð•\,·”g□ü,ð•\Žì,μ,È,ϕ] f`fFfbfN f{fbfNfX,ðfift,É,μ,Û,·□B



**[Ž«']**

Word ,ÅfXfyf< f`fFfbfN,ÉŽg—p,<sup>3</sup>,è,éft[fU[Ž«',đ•ÒW%oÂ"\,Èó'Ô,É,μ,½,èAòì—A•ÒW A'Ç  
%oÁA,Ü,½,ííœ,μ,Ü,·B

**[•¶'•î•ñ]**

□<Æ't, ìftf@fCf<, ìfvf□fpfefB fV□[fg, ð•\Ž!, μ, Ü, ·□B

[<r' / • ¶ -- <r' ¶ f ¶ v ¶ v ¶ f ¶ t ¶ f ¶ ]

fRf¶f“fg, ì”z’u ¶ A fRf¶f“fg, ì”Ô ¶ t, ì • t, ¯ • û, Æ ¶ Ž ®, ì ¶ Ý ’ è ¶ A, ¨, æ, Ñ fRf¶f“fg, ì <r’ ¶, Ü, ½, í • ¶ -- <r’ ¶, Ö, ì • Ì Š, ð ¶ s, t, Ü, • ¶ B

["h,è,Â,Ô,μ,È,μ]

"wCEiF,δíœ,μ,Û,·B

[•W€,iF]

Žg—p,,é”wEiF,đfNfŠfbfN,μ,Ü,·B

["\_ü]

'I'δ,μ,½fefLfxfg,ÉA" \_ü,ì%°ü,δ^ø,«,Ü,·BWord ,Å,ÍAftfHf"fg,ì'Ž®,δACE»Ý'I'δ,μ,Ä,ç  
,é"Í^ÍA,Ü,½,ÍJ][fç,ª'u,©,é,Ä,ç,é'PCEè'S'ì,ÉÝ'è,μ,Ü,·BftfHf"fg,ì'Ž®,ð 1  
,Ä,ì'PCEè,ì'è•",ÉÝ'è,·,é,É,ÍAÄÄ%,É'PCEè"à,ì'Ž®,ðÝ'è,·,é•"•ª,ð'I'δ,μ,Ü,·B

["Ôt,î%øđœ]

Ž©“®“l,É•t,̄,ç,ê,½”Ôt,đ'l'đ,μ,½'i—Ž,©,çíœ,μ,Û,·B

**[ft][fU][é`],lfc[f<fo[]**

[ft][fU][é`] f\_fCfAfO f{fbfNfX,đš},«,Ü,·B,±,lf\_fCfAfO f{fbfNfX,đžg—p,μ,ÄAfC[f<fo[,"ñ•\  
Ž!,Ü,½,Í•\Ž!,Ä,«,Ü,·Bfc[f<fo[,lf{f^f",đ'Ç%ÁAíœA,Ü,½,Í^Ú"®,·,é,É,íA[ft][fU][é`]  
f\_fCfAfO f{fbfNfX,} [fRf}f"fh] f^fu,đfNfŠfbfN,μ,Ü,·B



[ft][fU][è<`),ifjif...[]

Word ,ifjif...[] fo[],ifjif...[],đ'Ç%Á,Ü,½,Ííœ,μ,½,èA-¼'O,đ•ïX,μ,Ü,·B

**[ ]**

'l'đ,μ,½},đ}—p,lfGffBf^,ÅŠj,«A},đ•ÒW,Å,«,é,æ,ɣ,É,μ,Ü,·B

[fEfbf“fhfE,ìæ“a,Ö^Ú“@]

%æ-Ê,É•Ž|,³,ê,Ä,ç,éÅ%oo,ìs,ìæ“a,ÉAfj[f<f,ð^Ú“@,μ,Û,·B

[fEfbf“fhfE,ì--”ö,Ö^Ú“®]

%œ-Ê,É•Ž|,³,ê,Ä,ç,éÅĀĒă,ìs,ì--”ö,ÉÅfj[]f<,đ^Ú“®,μ,Û,·B

[•¶'«—LfvfVf#f"]

•¶',ì«—L,Æ•ïX,ì—š—ð,ðfif"□A,Ü,½,íft,É,µ,Ü,·□B

【<r'】

□̀<Æ't, ìfhfLf...f□f“fg, ì<r'□, ð•\Ž|, μ□A•Ò□W, Å, «, é, æ, ʌ, É, μ, Ü, ·□B

【•¶--<r'□】

□̀<Æ't, ìfhfLf...f□f“fg, ì•¶--<r'□, ð•\Ž!, μ□A•¶--<r'□, ð•Ò□W, Å, «, é, æ, æ, É, μ, Ü, ·□B

[,È,μ]

-Ô,©,¯,ìF,ðíæ,μ,Û,·B



[•W€,ìF]

Žg—p,·,é-Ô,©,¯,ìF,đfNfŠfbfN,μ,Û,·B

**[(EuEöfyf“,È,μ)]**

'l'δ,μ,½fefLjXfg,ìEuEöfyf“,δ%δœ,μ,Û,·B

[•W□€,ì□F]

Žg—p,·,é<'²•\Ž|,ì□F,đfNfŠfbfN,μ,Û,·□B

[Ž“®]

'l'đ,μ,½€rü,ìF,đíœ,μ,Û,·B

[•W€,ìF]

Žg—p,,éErü,ìF,đfNfŠfbfN,μ,Ü,·B

[(•ò□W,μ,½ftf@fCf<,î^ê—)]

ŠJ,ftf@fCf<,ðfNfŠfbfN,μ,Ü,·□B

[(CE»Ÿ,lfEfBf“fhfE,î^ê—)]

Žg—p,·,éfEfBf“fhfE,đfNfŠfbfN,μ,Û,·B

[(fXfyf< f`fFfbfN fRf}f“fh,î^ê—)]

Ž©“@“l,É□C□³,³,é,éfXfyf<,ďfNfŠfbfN,μ,Ü,·□B



[(ftfHf“fg,î^ê—)]

'l'δ,μ,½fefLjXfg,É□Ý'è,·,éftfHf“fg,đfNfŠfbfN,μ,Ü,·□B

[(•¶íZ³fRf}f“fh,ì^ê—)]

Ž©“®“l,ÉC³,³,é,é•¶-@ã,ìEë,è,đfNfŠfbfN,μ,Ü,·B

[f][g][V][F][C][f][v][ ]},.ì'Ž@Ÿ'è]

'l'đ,μ,½fufWfFfNfg,ÉAüAFA“h,è,Â,Ô,μAfpf^[f“AfTfCfY“A”z'uAfvf[]pfefB,È,Ç,đŸ'è,μ,Ü,·B

**[f]fVfVf#f“] ([f< [f<] f f#f... [D)**

%œ-Ê,ì'ìÙA^óüA•ÒW AfXfyf<A,“,æ,Ñ,»,ì¼,ìf]fVfVf#f“,È,ÇAOoffice  
fAfVfŠfP[fVf#f“,ìÝ'è,ð•ïX,μ,Û,·B

**[Microsoft PowerPoint ,É'—M]**

PowerPoint ,ÅA<Æ't,lfhlf...f"fg,đŠJ,«,Ü,·BPowerPoint ,đŽg—  
p,·,é,ÆAfvfĚf[f"fe[fVf#f",đi—,Å,«,Ü,·B

['i—Ž<L□†•\Ž!]

f^fu•¶Žš□A'i—Ž<L□†□A,¨,æ,Ñ%°B,μ•¶Žš,È,Ç,ì□A^ó□ü,³,é,È,ç•¶Žš,ð•\Ž!,μ,Ü,·□B

[c',«fCfAfEfg~g,l'}“ü]

̀<Æ'+,lfhfLf...f“fg,lNfŠfbfN,Ü,½,lfhf%fbfO,μ,½^Ê'u,ÉAWord ,lfCfCfAfEfg~g,ð'}“ü,μ,Ü,·B

[fwfbf\_[]]

[]<Æ't,lfhfLf...f[]"fg,lfwfbf\_[][,đ•\Ž|,μ[]A•Ò[]W,Å,«,é,æ,α,É,μ,Û,·[]B



[fCfAfEfg~g,ì}'“ü]

□\<Æ't,ìfhfLf...f□f“fg,ìfNfŠfbfN,Ü,½,Ífhf%fbfO,μ,½^Ê'u,É□AWord ,ìfCfAfEfg~g,ð}'“ü,μ,Ü,·□B

**[fufWfFfNfg]**

'l'đ,μ,½fufWfFfNfg,ìì-CE³fAfvfŠfP[fVf+f",đì<Æ%oÂ"\  
,Èó'Ô,É,μAfvfWfFfNfg,đ,»ìfAfvfŠfP[fVf+f",Å•ÒW,Å,«,é,æ,α,É,μ,Û,·B

**[fufufFfNfg, ì•ÒW/fufufFfNfg, ðŠJ,]**

'l' ð, µ, ½ fufufFfNfg, ì•ÒW - CE³ AfvfŠfP [fVf†f", ð•ì<Æ%oÂ"\, Èó'Ô, É, µ AfufufFfNfg, ð•ÒW, Å, «, é, æ, ¼  
, É, µ, Ü, •B [•ÒW] , ðNfŠfbfN, •, é, Æ AfufufFfNfg, ð, »), ìê, Å•ÒW, Å, «, Ü, •B [ŠJ,]  
, ðNfŠfbfN, •, é, Æ AfufufFfNfg, ð•Ê, ìfEjBf"fhfE, Å•ÒW, Å, «, Ü, •B

[[\i<Æftf@fCf<,î^ê—)]

ŠJ,fhfLf...f[]“fg,đfNfŠfbfN,μ,Û,·[]B

[fI[fgfVfFfCfv]

'l'δ,μ,½fufWfFfNfg,ìüAFA“h,è,Â,Ô,μAfpf^lf“AfTfCfY“A”z’uAfvf[]pfefB,È,Ç,δÝ’è,μ,Û,·B

[Ź@Ÿ'è,šù'è'l,É,.,é]

«Ÿ'l'đ,³,é,Ä,ç,éfjfvjVf#f“,đA' }“ü,.,éV,µ,çf[fvgVfFfCfv,.,x,Ä,ìŠù'è,ìŸ'è,Æ,µ,ÄŽg—p,µ,Ü,·B

**[fvf]pfefB,Ö^Ú“®]**

fj[f\<,δA'δ,μ,½ft[fU[é,ìfefLjXfg fvf]pfefB,É^Ú“®,μ,Û,·Bft[fU[é,ìfefLjXfg  
fvf]pfefB,δi-,·,é,É,íA[ft@fCf:] f]fj...[.ì [fvf]pfefB] ,δfNfŠfbfN,μA[ft[fU[é]  
f^fu,δfNfŠfbfN,μ,Û,·Bft[fU[é,ìfvf]pfefB,δ“ü—í,μA['Ç%Á] ,δfNfŠfbfN,μ,Û,·B

**[•W€]**

•W€\Ž;ÉØ,è'Ö,;Ü. B•W€\Ž;íAff[f^“ü—íAftfBf^f^AfOf%oft  
%»A,“,æ,Ń'Ž®Ý'è,È,ÇAExcel ,Á,ì,Ù,Æ,ñ,Ç,ìi<Æ,Á,ìŠù'è,ì\Ž;,Á. B



**[%üfy[fW fvŒfrf...[]**

□\<Æ't,lf□□[fNfV□[fg,δ%üfy□[fW fvŒfrf...□[,É□Ø,è'Ö,!,Ü,·□B%üfy□[fW fvŒfrf...  
□[,Æ,í□Af□□[fNfV□[fg,đ^óü,³,è,½,Æ,«,ì□ó'Ô,Å•\Ž!,,é□A•Ò□W—p,ì•\Ž!,Å,·□B%üfy□[fW fvŒfrf...  
□[,Å,í□A%üfy□[fW^É'u,đ□¶□A%□E□A□ă□A,Ü,½,í%□□,Éfhf  
%ofbfO,μ,Ä^Ú"® ,Å,«,Ü,·□BŽ© "® "l,Éf□□[fNfV□[fg,³Šg'ă," ,æ,Ñ□k□¬,³,ê□A□s,Æ—  
ñ,³fy□[fW,É□‡,í,¹,ç,è,Ü,·□B

## ['Š'İŽQÆ]

f}}fNf<L~^<@”\,ªf[]fNfV[]f g,İfZf<,É’Í,·,éâ’İŽQÆ,Ü,½,Í’Š’İŽQÆ,İ,Ç,ı,ç,đŽg—p,μ,Ä,č  
,é,ì,©,đ”»’f,μ,Ü,·BŠù’è,Â,ÍAf}}fNf<L~^<@”\,ìL~^Žž,İfZf<,Ö,İâ’İŽQÆ,ªŽg—p,³,è,Ü,·B

[1 fĉfxf•\Ź!] □ [7 fĉfxf<,Ü,Å•\Ź!]

Žw'è,μ,½"Ô□†,ìĉ©□o,μfĉfxf<,đ•\Ź!,μ,Ü,·□B



## Web fe[f]

Web fy[fWfAfhfLf...f“fgA“dŽqf[f· ffbfZ[fWfAff[f^ fAfNfZfX fy[fW,ÉV,μ,cfef},δ“K—  
p,μ,½,èAfe[f},ðíœ,μ,½,è,μ,Ü,·Bfe[f},Æ,ÍA“wEi,ì%œ’œA%Óð’,«AftfHf“fgA...  
•½üA,»,ì¼,lhfLf...f“fg—v’f,ÉŽg—p,·,é“^è,³,è,½^è~A,lffUfCf“—v’f,“,æ,Ń”zF,ðŽw,μ,Ü,·B

**fZfLf...fŠfefB**

f}}fNf fEfCf:fX,đŠÜ,p%oÂ"\\<,a, ,éftf@fCf<,É, A'+A'á,lfZfLf...fŠfefB fEfxf<,đY'è,μA M—  
Š,ì, ", ,éf}fNf i i - ŽÒ, ì - ¼' O, đŽw'è, Å, «, Ü, · B

**fXfNfŠfvfg,ì'}“ü**

Web fy[]fW,ÅŽg—p,·,é,½,ß,É[]AVisual Basic Scripting Edition (VBScript) ,Ü,½,Í JScript  
,ÅfXfNfŠfvfg,ð'}“ü,μ,Ü,·[]B

**'SfXfNfŠfvfg,ìíœ**

œ»Ÿ,ìftf@fCf<,©,ç Web fXfNfŠfvfg,đ,·,x,Äíœ,μ,Û,·B



## Microsoft Script Editor

• ĺŽš—ň, ì'Ç%Á HTML f^fO, ì•ÒW AfXfNfŠfvfg fR[fh, ìC³, ðs, x Microsoft Script Editor  
, ðŠJ, «, Ü, ·B Web fuf%ofEfU, Å, ì•\Ž!, ðŠm" F, ·, é, ±, Æ, à, Å, «, Ü, ·B

fNfŠfbvf{[fh,ì“à—e

fNfŠfbvf{[fh,ì“à—e,øftf@fCf<,É“\,è•t,¯,Ü,·B

,·,x,Ä“\,è•t,¯

,·,x,Ä,lfNfŠfbjvf{[]fh,ì“à—e,øftf@fCf<,É“\,è•t,¯,Ü,·□B

**fNfŠfbvf{[]fh,lfNfŠfA**

fNfŠfbvf{[]fh,ì"à—e,ð%øð[]œ,μ,Û,·[]B

fuf%ofEfU,ÅfvfCefrf...[]

CE»[]Ý,ìftf@fCf<,ð Web fuf%ofEfU,ÅfvfCefrf...[],μ[]A•\Ž!,ðŠm”F,μ,Ä,©,ç”[]s,Å,«,Ü,·[]B

,·, x, Ä, ÌfXfNfŠfvg, ð·\Ž!

,·, x, Ä, Ì Web fXfNfŠfvg, ÌfXfNfŠfvg fAf“fj[][, ð·\Ž!, μ, Ü, ·[]BfXfNfŠfvg fAf“fj[][, ð, ·, x, Ä”ñ·\ Ž!, É, ·, é, É, Í[]A[, ·, x, Ä, ÌfXfNfŠfvg, ð·\Ž!] , ð, à, x 1 “xfNfŠfbfN, μ, Ü, ·[]B



-¼'Ō,đ'İ'đ

f□fbfZ□[fW,İŽó□MŽÒ,đ'İ'đ,·,é,½,ß□A“dŽqf□□[f<,İ-¼'Ō,İ^ê—,đ•\Ž!,μ,Ü,·□B



-¼'O,İšm”F

[^ŋæ]A[CC]A[BCC] f{fbfNfX,İ-¼'O,²fAfhfĈfX' ,İ“à—e,Æ±,Á,Ä,ç,é,©,Ç,ƣ,©,đ`fFfbfN,μ,Ü,·B

**%i<c,İŞŽn**

ŽQ%ÁŽÒ,ÉoÈ^Ě—Š,đ'—M,μ,ÄAfJf“f%ofCf“%i<c,đ'¼,ž,ÉŠJŽn,μ,Ü,·B%i<c,İŽQ%ÁŽÒ,İfRf“fsf...  
[f^,ĀANetMeeting ,º%Ò“® ,μ,Ä,ç,é•K—v,ª ,è,Ü,·B

**f!f“f%ofCf“%oi<c,ìŽQ%oÁŽÒ**

f!f“f%ofCf“%oi<c,ì,·,×,Ä,ìŽQ%oÁŽÒ,Éftf@fCf<,ð’—M,μ,Ü,·BŽQ%oÁŽÒ 1 □l,¾,¯,Éftf@fCf<,ð’—  
M,·,é,É,íA“dŽqf□□[f< f□bfz□[fW,Åftf@fCf<,ð’—M,μ,Ü,·B

## ŽQ%ÁŽÒšřfg

fłf“f%ofCf“%oi<c,łŽQ%ÁŽÒ,đ^ê—•\Žł,μ,Ü,·BŽQ%ÁŽÒšřfg,ÍAłfł“f%ofCf“%oi<c,ÉŽQ  
%ÁŽÒ,šřo[]È,“,æ,Ń‘p[]È,·,é,Æ[]X[]V,³,ê,Ü,·B

## ŽQ%ÁŽÒ,Ì'Ç%Á

□i□s't,lfj"fofCf"‰i<c,ÉŽQ%ÁŽÒ,đ'Ç%Á,Á,«,Ü,·□Bfj"fofCf"‰i<c,ÌŠj□ÁŽÒ,¼,¯,ª□AOffice  
fAfvfŠfP□[fvf#",Á'¼,ÌŽQ%ÁŽÒ,đ'Ç%Á,Á,«,Ü,·□BŽQ%ÁŽÒ,ª¼,ÌŽQ%ÁŽÒ,đ'Ç%Á,·,é,É,í□Af^fXfN  
fo□,ì [Microsoft NetMeeting] ,đNfŠfbfN,μ,Ä NetMeeting ,đŽg—p,·,é•K—v,ª,è,Ü,·□B

'¼,ì•û,ì•ò□w,ð<-‰ã,•,é/'¼,ì□l,ì•ò□w,ðž~•,ß,é

<æ“~□ì<æ,lfj“/flft,ð□ø,è'ö,|,ü,•□B<æ“~□ì<æ,ælfj“,É,È,Á,Ä,ç,é,æ□A,ç,ìžQ‰ãžò,À,àfhfLf...

f□f“fg,ð□C□³,Á,«,Ü,•,ª□A1 “x,É□SCEä,Á,«,éžQ‰ãžò,í 1 □l,ÉCEÀ'è,³,è,Ü,•□B<æ“~□ì<æ,ælfj,É,È,Á,Ä,ç  
,é,æ□AŠJ□Ăžò,¾,τ,μ,©fhfLf...f□f“fg,ð□C□³,Á,«,Ü,¹,ñ□B

**ŽQ%ÁŽÒ,ìíœ**

'l'đ,μ,½ŽQ%ÁŽÒ,đfíf“f%ofCf“%oi<c,©,çííœ,μ,Û,·Bfíf“f%ofCf“%oi<c,ìŠJÁŽÒ,¾,¯,ªAŽQ  
%ÁŽÒ,đííœ,Å,«,Û,·B

**f` fffbfg fEfBf“fhfE,ì•\Ž!**

fjf“f%ofCf“%oi<c,Å“ü—Í,μ,½f□fbfZ□[fW,đ’—□M,·,é,½,ß□Af` fffbfg  
fEfBf“fhfE,đŠJ,«,Ü,·□BŠJ□ĂŽÒ,²<α“~□i<Æ,đfift,É,·,é,Æ□Af` fffbfg fEfBf“fhfE,Å,ì’Ê□M,²’→,,È,è,Ü,·□Bfjf“f  
%ofCf“%oi<c,ìŠJ□ĂŽÒ,¾,¬,²□AOffice fAfvfŠfP□[fVf†f“,Åf` fffbfg fEfBf“fhfE,đŠJ,,±,Æ,²,Å,«,Ü,·□BŽQ  
%oĂŽÒ,²f` fffbfg fEfBf“fhfE,đŠJ,,É,ì□Af^fXfN fo□[,ì [Microsoft NetMeeting] ,đfNfŠfbfN,μ,Å NetMeeting  
,đŽg—p,·,é•K—v,², ,è,Ü,·□B



**fzfCf{fh,ì\Ž!**

•ŕŽš—ň,ì“ü—íA}CE`,ì•`%æAfJfufWfFfNfg,ìfRfs[A“\,è•t,`AíœA•ŕŽš—ň,âfOf%ftfBfbfNfX,ì<-  
'2•\Ž!,Ü,½,íJfCf“fg,ðs,æ,½,ßAfzfCf{fh  
fEfBf“fhfE,ðŠJ,«,Ü,·BSJŕŽš,âfzfCf{fh,Ä“Žž,É•`%æ,Ü,½,í“ü—í,Ä,«,é,æ,æ  
,É,·,é,É,íASJŕŽš,âæ“`ì<æ,ðfift,É,·,é•K—v,â, ,è,Ü,·BfJf“f%ofCf“%ö<c,ìŠJŕŽš,¾,` ,âAOoffice  
fAfvfŠfP[fVf#f“ ,ÄfzfCf{fh fEfBf“fhfE,ðŠJ,,±,æ,â,Ä,«,Ü,·BŽQ%ÄŽš,âfzfCf{fh  
fEfBf“fhfE,ðŠJ,,É,íAf^fXfN fo[ ,ì [Microsoft NetMeeting] ,ðfNfŠfbfN,µ,Ä NetMeeting ,ðŽg—p,·,é•K—  
v,â, ,è,Ü,·B

%öï<c□I—<sup>1</sup>

f|f“f%öfCf“%öï<c,ð□I—<sup>1</sup>,μ□A,·,×,Ä,ìŽQ%öÁŽÒ,ðŽ©“®“l,É□Ø’f,μ,Ü,·□Bf|f“f  
%öfCf“%öï<c,ìŠJ□ÄŽÒ,¾,¯,ª□A|f|f“f%öfCf“%öï<c,ð□I—<sup>1</sup>,Ä,«,Ü,·□Bf^fXfN fo□[,ì [Microsoft NetMeeting]  
,ðfNfŠfbfN,μ,Ä,©,ç [NetMeeting] fc□[f<fo□[,ì [□Ø’f] ,ðfNfŠfbfN,·,é,Æ□AŽQ%öÁŽÒ,ªf|f“f%öfCf“%öï<c,ð,ç  
,Ä,Ä,à□I—<sup>1</sup>,Ä,«,Ü,·□B

fbfz, i^æ

Word ,Å, íAfhfLf...f"fg, ì"à—e, ð"džqf fbfzW, ì- {•¶, Æ, µ, Ä'—M, µ, Ü, ·B

PowerPoint ,Å, íACE»Ý, ìXf%oCfh, ð"džqf fbfzW, ì- {•¶, Æ, µ, Ä'—M, µ, Ü, ·B

Excel ,Å, íACE»Ý, ìNfVfg, ì"à—e, ð"džqf fbfzW, ì- {•¶, Æ, µ, Ä'—M, µ, Ü, ·B

**f c [ f : f o [ L . ] f Š f z f b f g**

f c [ f < f o [ , ] f { f ^ f " [ A f [ f j f . . . [ f R f } f " f h [ A f V f # [ [ f g f ] f b f g f L [ , ] Š , , , è " - , Ä , đ Š ù ' è , ì [ Y ' è , É - ß , μ , Ü , · [ B

## COM fAfhfCf“

ft[fU[fY'è,ì<@“\,đ'Ç%Á,μ,ÄfAfvfŠfP[fVf#f“,ì<@“\,đŠg'£,·,é COM (Component Object Model)  
fAfhfCf“,đ'}“ü,μ,Ü,·B

fAfvfŠfP[fVf#f“,iž©“@C•œ

fAfvfŠfP[fVf#f“à,lfGf%o[,đž©“@“I,ÉĚŸo,μ,ÄC•œ,μ,Ü,·B

## ftfEj“fh

Web fy[]fW,Ü,½,ÍfhLf...f[]fg,ÉftfEj“fh,ð’}“ü,μ,Ü,·BWeb fuf%ofEfU,Åfy[]fW,ð•\  
Ž|,·,é,ÆA‘l’ð,μ,½ftfEj“fh,ºfofbfNfOf%ofEf“fh ftfEj“fh,Æ,μ,ÄÄ[]³,è,Ü,·BftfEj“fh,ð•,±,¡,È,-  
·,é,É,ÍAfffUfCf“ f,[]fh,ÉØ,è‘Ö,¡,Ü,·B

**frffl**

fhfLf...f□f“fg,Éf€□[fr□[,ð’}“ü,μ,Ü,·□B



**Microsoft Office Web fW**

Microsoft.com ,ÉÚ±,μ,Ü,·B



## **fXfNf[f<•¶Žš**

Web fy[fW,ÉfXfNf[f<•¶Žš,đ'Ç%Á,μ,Ü,·BfXfNf[f<•¶Žš,đfTf|f[fg,μ,Ä,č,È,č Web fuf  
%ofEjU,Á,íAfefLfXfg,³•\Ž,³,ê,é,¼,¯,ÁfXfNf[f<•¶Žš,đfTf|f[fg,μ,Ä,č,È,č Web fuf

## ΑΨ,ΙΟΪ,ΕΧΨ

[ΑΨ,ΙΟΪ,ΕΧΨ] ,δNfŠfbfN,μ,ÄAScript Editor ,Ά%Ά,ι,½•ϊX“à—  
e,Άftf@fCf<,δXΨ,μ,Ü,·B[XΨ] fc[f<fo[.ì [ΑΨ,ΙΟΪ,ΕΧΨ] ,δNfŠfbfN,·,é,Ü,ÄAScript Editor ,Ά  
%Ά,ι,½•ϊX“à—e,ι”½%of,³,é,Ü,¹,ñB

□X□V,μ,È,¢

Script Editor ,Å%oÁ,ı,½•İ□X“à—e,đftf@fCf<,É“K—p,μ,È,¢□ê□‡,Í□A[□X□V,μ,È,¢] ,đfNfŠfbfN,μ,Ü,·□B

**Web fy [fW,Æ,μ,Ä•Û'¶ ([ftf@fCf<] fffj... [I)**

Web fuf%ofEfU,Å•\Ž|,Å,«,é,æ,π,É HTML CE`Ž®,ìftf@fCf< (Web fy [fW) ,ð•Û'¶,μAWeb  
fy [fW,ìf^fCf<g<,âftf@fCf<,ì•Û'¶éŠ,È,Ç,ì'¼,ìfìfVfVf'f",ðÝ'è,μ,Û,·B

'o,ö

'O,ìfRf□f“fg,É^Ú”®,μ,Ü,·□B

**ŽŸ,ö**

ŽŸ,ìfRf□f“fg,É^Ú“®,μ,Û,·□B



**Web f1fvfVf#f“**

Web fuf%ofEfU,Å•\Ž!.,.é,Æ,«,!ftf@fCf<,i•\Ž!•û-@,đŽw'è,.,é1fvfVf#f“,đŸ'è,μ,Û,·B

fejLjXfg ftj@fCf<,lfCf“f|[]fjg

fejLjXfg ftj@fCf<,đ“Ç,Ý[]ž,ň,ÅŠj,«,Ü,·[]B



## HTML f[]fX

fhfLj...f[]fg,ì HTML f[]fX,ð•Ò[]W,Ü,½,í•ï[]X,Å,«,é HTML f[]fX fGfffBf^,ð<N“®,µ,Ü,·[]B

## Web fy [fW,Æ,μ,Ä" s

Šj,č,Ä,č,éftf@fCf<,lfRfs [ ,đ Web

fy [fW,Æ,μ,ÄŽw'è,ìéŠ,É•Ů'¶,μ,Ü,·Bftf@fCf<'S'ì,Ü,½,í^è•",ì,Ç,ž,ç,đ"-

s,·,é,©,đ'ì,đ,Ä,«,Ü,·Bftf@fCf<,ÄfTf [fg,·,é Web fuf%ofEjU,ì'đ AfTf@fCf<,jf^fCfjg<,ì•ïX A'¼,ì Web  
flfvfVf#f",ìY'è,đs,±,Æ,à,Ä,«,Ü,·B

**Microsoft Access ,l<Efo[fWf+f“ ,lff[f^fx[fX,É•İŠ•**

ff[f^fx[fX,şfEfvfŞf) fZfbfg,lff“fo[ ,Å,È,çê#AAccess 2000 ,lff[f^fx[fX,ð Access 97  
,lff[f^fx[fX,É•İŠ•,µ,Ü,·B



'l'ð,µ,½ftf@fCf<,Ü,½,ÍftfHf<f\_,ðí[]œ,µ,Ü,·[]B



'l'đ,μ,½fAfCfef€,)□V,μ,¢-¼'O,đ"ü—í,μ,Ü,·□B

'I'δ,μ,½fAfCfef€δ^óü,μ,Ü,·B

f b f g f [f N, Ö, ì Ú ±, ð ì ¬, μ, Û, · B

ftf@fCf<,lTfCfY AfAfcfef€,lÅl•lX"ú AfAfcfef€,lì-ŽÒ,È,Ç,lî•ñ,ðEÿð,·,é,½,ßA'l'ð,μ,½fAfcfef€  
,lfvlfpfefB fvlfq,ð•Žl,μ,Ü,·B

fAfCfef€,đ-¼'O,lfAf<ftf@fxfbfg□‡,É•À,x'Ö,!,Ü,·□B

fAfcfef€,đŽí—p□‡,É•À,×'Ö,ı,Ü,·□Bfvf□fOf%of€ ftf@fCf<,ìĈă,É'¼,ìŽí—p,ìftf@fCf<,ª•\Žı,³,ê,Ü,·□B

fAfcfef€,.đfTfCfY[]‡,É[]A'å,«,ç,à,ì,đ[]æ,É,μ,Ä•À,x'Ö,ı,Ü,·[]B

fAfcfef€,"ú•t‡,ÉAÀ,àÅ&B,Éi¬,Ü,½,íC³,µ,½,à,ì,ðæ,É,µ,Ä•À,x'Ö,í,Ü,·B



**Web fRf□f“fg fyfCf”,ì•\Ž|/”ñ•\Ž|**

fRf□f“fg fyfCf”,ì•\Ž|,Æ”ñ•\Ž|,ð□ø,è’Ö,ı,Û,·□B

^ê”Ê“l,È Web fRf□f“fg,ì•\Ž!

fRf□f“fg fyfCf“,“,æ,ÑfhfLf...f□f“fg’S’ì,ÉŠÖCEW,·,éfRf□f“fg,ð•\Ž!,μ,Ü,·□B

## Web fRf f“fg

ftf@fCf<,ÉŠÖ,.,é□V,μ,çfffBfXfjfbfVf#f“,đ’}“ü,μ,½,e’¼,ìfffBfXfjfbfVf#f““€□ì,đŽÀ□s,Å,«,é [Web fRf f“fg]  
fc□[f<fo□[,đ•\Ž!,μ,Ü,·□B

fffBfXffjfbfVf#f" fT[f]fo[L,Æ,ìCEðM,ð'tŽ~,·,é

fffBfXffjfbfVf#f" fT[f]fo[L,Æ,ìCEðM,ð't'f,μ,Ü,·B

%öï<c, ðfXfPfwf... ð[f<

“dŽqfðð[f< fvffOf%öf€, ðfAfhfCefX’ , ð-¼’O, ðŽg, Á, Äfðf“f%öfCf“%öï<c, ðfXfPfwf... ð[f<, µAŽQ%öÁŽÒ, ð  
%öï<c, ÉðoðÈ, Å, «, é, ©, ðf`fFbfN, µ, Ü, ·ðB

%Óð',«

%E,©,ç¶,ì'—Ž,ÅA%Óð',«,đ'Ç%Á,Û,½,Ííœ,μ,Û,·B

'i-ž"ô†

%E, ©, ç¶, ì'i-ž, Å¶A'i-ž"ô†, ð'ç%Á, Ü, ½, ííœ, µ, Ü, ·B





,·,x,Ä,ì·²—p

f□fffBfA f^fu,ì Clip Gallery ,É, ,é□A,·,x,Ä,ìŽí—p,ð·\Žì,μ,Ü,·□B

fNfŠfbfvfA[]fg,l' } "ü

ftf@fCf<,ÉfNfŠfbfvfA[]fg,ð' } "ü,µ,Ü,·B

“\,è•t,~

Clip Gallery ,ìfNfŠfbfvfA□[fg,ð“\,è•t,~Ü,·□B

,±,±,É Web fRf[]“fg,ð’”ü

‘l’ð,μ,½•¶Žš—ñ,Ü,½,ÍfOf%oftfBfbfN,ÉŠÖŒW,·,éfRf[]“fg,ð’”ü,μ,Ü,·B•¶Žš—ñ,Ü,½,ÍfOf  
%oftfBfbfN,³fhfLf...f[]“fg”à,Å^Ú”®,·,é,Æ[]Afrf[]“fg,à^è[]É^Ú”®,μ,Ü,·B

,±,ìfvfœf[f“fe□[fvf#f“‘S’ì,É,Â,ç,Ä’}“ü

fvfœf[f“fe□[fvf#f“‘S’ì,ÉŠÖ,·,éfRf□[fg,ð’}“ü,μ,Û,·□B

,±,lfufbfN'S'ì,É,Â,ç,Ä'}“ü

fufbfN'S'ì,ÉŠÖ,·,éfRf□f“fg,ð'}“ü,μ,Û,·□B

fhfLf...f"fg'S'ì,É,Â,ç,Ä Web fRf"fg,ð'}"ü

fhfLf...f"fg'S'ì,ÉŠÖ,·,é^è"Ê,ìfffBfXfjfbfVf#f",ð'}"ü,μ,Û,·B

**Web fRf“fg,ìXV**

'¼,ìZ%{ŽÒ,âÅ<ß%Á,½fRf“fg,ð”½%of,μ,Ü,·B



## Web fRf“fg,ì’Šo

fRf“fg,đ%Á,ì,½l,âžžÔ,đžw’è,μ,Ä Web fRf“fg,đ’Šo,μ,Ü,·B

**Web fRf“fg,ì^óü**

Web fRf“fg,¾,¯,ð^óü,μ,Û,·B

**Web fRf□f“fg,lf!fvfVf#f”**

fffBfXffjfbjVf#f” fT□[fo□[,“,æ,ÑfffBfXffjfbjVf#f” fwfbf\_□[,É•\Ž|,³,é,éftfB□[f<fh (ft□[fU□[-¼□AZž□□,È,Ç)  
,ð•ï□X,μ,Û,·□B



•Â,ŕ,é

[Web fRf“fg] fc□[f<fo□[,đ•Â,ŕ□AfhfLf...f□f“fg”à,ì Web fRf□f“fg,đ”ň•\Ž|,É,μ,Ü,·□B

**ftfB[]f<fh,ìííœ**

'l'ð,µ,½ftfB[]f<fh,ðfsf{fbfgfOf%oft fœf|[]fg, ©,çííœ,µ,Û,·B[fsf{fbfgfe[]fuf<] fc[]f<fo[]l.ìftfB[]f<fh  
fŠfXfg,Å,ÍAííœEä,àftfB[]f<fh,ðŽg—p,Å,«,Û,·B

,·, x, ÄŒvžž

^Ě'¶,·,é"ž®,",æ,Ñ"Æ—š,μ,½"ž®,đšÜ,ßA"ì<Æ't,lfufbfN,đš®'S,ÉÄŒvžž,μ,Ü,·B

## fCefl[]fg,ì'Ž®Y'è

f[]fgftfH[]f}fbfg,ÆCEÄ,Î,ê,é'g,Ý[]ž,Ý[]Ž®,ì'g,Ý[]ž,í,¹,ðfsf{fbfgfe[]fuf< fCefl[]fg,É"K—  
p,μ[]AfCf"fff"fgCE`Ž® (fCefl[]fgCE`Ž®) ,Ü,½,í"ñfCf"fff"fgCE`Ž® (fe[]fuf<CE`Ž®)  
,ð'ì,ð,μ,Ü,·[]BfCf"fff"fgCE`Ž®,Æ"ñfCf"fff"fgCE`Ž®,ð[]Ø,è'Ö,!,é,Æ[]AfCefl[]fg,lfCefCfAfEfg,ª•ì[]X,μ,Ä—  
ñftfB[]f<fh,Æ[]sftfB[]f<fh,ª<t,É,È,é,±,Æ,ª, ,è,Ü,·[]B





ftfH[f€,iffUfCf“

fffUfCf“ ,.éftfH[f€,iží—p,ðžw’è,μ,Ü,·B



fufbfN,ª•ÙŒèì,³,ê,Ä,ç,éèèèè,ÍA,±,ìfRf}f“fh,ðŽg—p,Å,«,È,ç,±,Æ,ª, ,è,Û,·BÚÚ×,É,Â,ç,Ä,ÍA,“Žg,ç  
,ìfAfvfŠfP[fVf#f“,ì [fwf:fv] fffj...[.ì [Microsoft Excel fwf:fv] ,ðfNfŠfbfN,µA-Ú“l,ì<@“\,ðŒÿè,µ,Ä,-  
,³/4,³,çB

fIfufWfFfNfg AfefLjXfg A,Ü,½,ÍZf<,ì“à—e,ð AOffice fNfŠfbfvf{ [fh,É Ø,èŽæ,Á,Ä,ç  
,É,ç ê±,âfRfs [ ,μ,Ä,ç,È,ç ê±,íA,±,ìfRf}f“fh,ðŽg—p,Å,«,È,ç,±,Æ,³, ,è,Ü,·B Ú×,É,Â,ç,Ä,íA, Žg,ç  
,ìfAfvfŠfP [Vf#“ ,ì [fwf<fv] fffj... [ ,ì [fwf<fv] ,ðfNfŠfbfN,μA-Ú“l,ì<@“\,ðCEÿ ð,μ,Ä,,³/4,³,çB

**[ĀŸō]**

€-Ú,Ü,½,Íftf@fCf<,».,ì,à,ì,đfNfŠfbfN,μ,È,ç,ÆA,±,lfRf}f“fh,đŽg—p,Å,«,Ü,<sup>1</sup>,ñB

fufbfN,ª•ÛŒèì,³,ê,Ä,ç,éêëë,â<¤—L,³,ê,Ä,ç,éêëë,íA,±,ìRf}f“fh,ðŽg—p,Å,«,È,ç,±,Æ,ª, ,è,Û,·BfufbfN  
,ì•ÛŒèì,Û,½,í<¤—L,É,Â,ç,Ä,íA[fwf<fv] fffj...[.ì [Microsoft Excel fwf<fv] ,ðNfŠfbfN,µA-Ú“ì,ì<@”\  
,ðŒÿë,µ,Ä,,¾,³,çB

fufbfN,ª«—L,³,ê,Ä,ç,éêë,íA,±,ìfRf}f“fh,ðŽg—p,Â,«,È,ç,±,Æ,ª, ,è,Û,·BÚ×,É,Â,ç,Ä,íA[fwfçfv]  
fçfj...[,ì [Microsoft Excel fwfçfv] ,ðNfŠfN,µA-Ú“l,ì@“\,ðEÿð,µ,Ä,,¾,³,çB



fOf%oft,<sup>a</sup>-,,,ßž,ÝfOf%oft,ìê±,íA,±,ìfRf}f“fh,ðŽg—p,Å,«,È,ç,±,Æ,<sup>a</sup>, ,è,Û,·BfOf%oft,ð•É,ìfOf%oft  
fV[fç,Æ,μ,Ä•Ž|,·,é,É,íA[fOf%oft] fñfj...[.ì [êŠ] ,ðfNfŠfbfN,μAfOf%oft,ìV,μ,ç ^É'u,ðŽw'è,μ,Û,·B

fOf%oft flfufWfFfNfg,Ü,½,ÍfOf%oft fV[[fg,ªI'ð,³,ê,Ä,ç,éê±,íA,±,lfRf}f“fh,ðŽg—p,Å,«,È,ç,±  
,Æ,ª, ,è,Ü,·Bf[[fNfV[[fg,ÅfOf%oft fGfŠfA,ÌŠO'ª,ìfZf<,ðfNfŠfbfN,μA,à,ª^ê“x,±,lfRf}f“fh,ðŽÀs,μ,Ä,-  
,¾,¾,çB

fufbfN,ª<ª—L,³,ê,Ä,ç,È,çê±,íA,±,ìRf}f“fh,ðŽg—p,Å,«,È,ç,±,Æ,ª, ,è,Û,·B<ª—LfufbfN,ìÚ×,É,Ä,ç  
,Ä,íA[fwf<fv] fñfj...[L,ì [Microsoft Excel fwf<fv] ,ðfNfŠfbfN,μA—Ú“l,ì<@“\,ðEÿð,μ,Ä,,¾,³,çB

fsf{fbfge[fuf<,ÅftfB[f<fh,Ü,½,ÍfAfCfef€,đ'ı'đ,μ,Ä,ç,éêë,ÍA,±,İfRf}f“fh,đŽg—p,Å,«,È,ç,±,Æ,<sup>a</sup>, ,è,Ü  
,·Bfsf{fbfge[fuf< fGfŠfA,İŠO'α,İfZf<,đfNfŠfbfN,μA,à,α^ê“x,±,İfRf}f“fh,đŽÀ[s,μ,Ä,-  
,¾,<sup>3</sup>,çB,Ü,½AfufbfN,<sup>a</sup>•ŮCEi,Ü,½,Í<α—L,<sup>3</sup>,è,Ä,ç,éêë,É,àA,±,İfRf}f“fh,đŽg—p,Å,«,È,ç,±,Æ,<sup>a</sup>, ,è,Ü,  
BÚ×,É,Ä,ç,Ä,ÍA[fwf<fv] fffj...[,İ [Microsoft Excel fwf<fv] ,đfNfŠfbfN,μA-Ů“ı,İ<@“\,đCEÿö,μ,Ä,-  
,¾,<sup>3</sup>,çB

fOf%oft,<sup>a</sup>•Ê,lfOf%oft fV[[fg,É, ,é[ê[‡,í[A,±,lfRf}f“fh,ðŽg—p,Å,«,È,ç,±,Æ,<sup>a</sup>, ,è,Û,·[BfOf  
%oft,ðf[[[fNfV[[fg,ì-,„,ß[ž,ŸfOf%oft,Æ,μ,Ä•\Ž!, ,é,É,í[A[fOf%oft] f[ffj...[l,ì [ê[Š]  
,ðNfŠfbfN,μ[A[V,μ,çfOf%oft,ì^Ê'u,ðŽw'è,μ,Û,·[B

[,±,ìfñbfzñ[fW,ðÄ‘—]

•ÒW‘†,ìfñbfzñ[fW,ªÄ‘—M,Å,«,È,ç,½,ßA,±,ìfRf})f“fh,ðŽg—p,Å,«,Ü,¹,ñB

[, ±, ìfñbfzñ[fW, ðŽæ, èñÁ, ·]

• ÒñW't, ìfñbfzñ[fW, íŽæ, èñÁ, ¹, È, ç, ½, ßñA, ±, ìfRf}f“fh, ðŽg—p, Å, «, Ü, ¹, ññB





ftf@fCf<,đ“Ç,ÝŽæ,è□ê—p,ÅŠJ,«,Ü,·□Bftf@fCf<,đ“Ç,ÝŽæ,è□ê—p,ÅŠJ,č,½□ê□#□Aftf@fCf<,É  
%oÁ,!,½•ï□X“à—e,đ•Ù‘¶,·,é,É,í□Aftf@fCf<,đ•Ê,ì-¼‘O,Å•Ù‘¶,μ,Ü,·□B

ftf@fCf<,É•ïX,ð%Á,!,½,è•ïX“à—e,ð•Û‘¶,μ,½,è,Å,«,é,æ,π  
,É,È,Á,½,Æ,«,É'É'm,μ,Û,·Bftf@fCf<,Í“Ç,ÝŽæ,èê—p,ÅŠJ,«,Û,·B“Ç,ÝŽæ,èê—p,ìftf@fCf<,É•ïX,ð  
%Á,!,é,ÆA•ïX“à—e,ð”jŠü,μ,ÄÅVfo[fWf¶f“,ìftf@fCf<,ð•ÒW,·,é,©,Ç,π,©,ð'ð,Å,«,Û,·B•ïX“à—  
e,ð•É,ì-¼'O,ìftf@fCf<,É•Û‘¶,μ,Ä,©,çAÅVfo[fWf¶f“,ìftf@fCf<,ðŠJ,,±,Æ,à,Å,«,Û,·B

ftf@fCf<-¼□A, ¨,æ,Ñftf@fCf<,ÉCE>□Ý•İ□X,ð%Á,!,Ä,ç,éft□[fU□[-¼,ð•\Ž!,μ,Ü,·□B

[“Ç,ÝŽæ,èè—p] ,ðfNfŠfbfN,·,é,ÆAftf@fCf<,ª“Ç,ÝŽæ,èè—p,ÅŠJ,«,Ü,·Bftf@fCf<,ð“Ç,ÝŽæ,èè—  
p,ÅŠJ,,ÆAftf@fCf<,É%Á,½,·ïX“à—e,íAftf@fCf<,ð·É,ì-  
¼’O,Å·Ù’¶,µ,È,çCEÀ,è·Ù’¶,Å,«,Ü,¹,ñB[’É’m] ,ðfNfŠfbfN,·,é,ÆAftf@fCf<,É·ïX,ð%Á,½,è·ïX“à—  
e,ð·Ù’¶,µ,½,è,Å,«,é,æ,æ,É,È,Á,½,Æ,«,É’É’m,³,è,Ü,·B



## œÀ'è

Office fVf#[fgjfbfg fo[ ,ð%œ-Ê,ì[,Éfhf%ofbfO,μ,½,Æ,«,ÉAfVf#[fgjfbfg  
fo[ ,í,»,ì^Ê'u,ÉœÀ'è,³,è,Ü,·BfVf#[fgjfbfg fo[ ,íA%œ-Ê,ì[,É%œ^,Á,½œ` ,É,È,Ä"z'u,³,è,Ü,·B

ftfš

Office fVf#[]fgjfbfg fo[],íA%æ-Ê,ì',ÉÆÅ'è,<sup>3</sup>ê,Ü,<sup>1</sup>ňB

**[Office fhfLf...f"fg,ìV·Kì-] (Office fVf#[]fgf]fbfg fo[],ì [Office] fc[]f<fo[])**

□V,μ,çfhfLf...f"fg,Ü,½,ífef"fvfCE[]fg,ðì-,μ,Ü,·□B



[Office fhfLf...f[]“fg,đŠJ,] (Office fVf‡[][fgfj]fbfg fo[][,] [Office] fc[][f:fo[]]

fhfLf...f[]“fg,đŠJ,ç,½,è[]ACEÿ[]ö,µ,Ü,·[]B



**NetShow ,đ•\Ž|,•,é**

fXfPfwf...[f<,³,é,½ NetShow ,đ'¼,ž,ÉŠjŽn,μ,Ü,•B

**Microsoft Outlook fŠfbf` feLfxfgE` Ž®**

Outlook ,lfŠfbf` feLfxfgE` Ž® ,ÅV,μ,ϕf[]bfZ[]fW,đŠJ,«,Ü,·[]B

fejLfxfgĈ`Ž®

Outlook ,\fejLfxfgĈ`Ž®,ÅV,μ,ϕf\bfZ\W,đŠj,«,Ü,·B

**Web fy [fW, d" dZqf [f<, A' - M**

'I' d, μ, 1/2 Web fy [fW, d" dZqf [f<, A' - M, μ, Ü, · B

‘—ŽóM

“džqf[]f< f[]bfz[]fW,đ’—M,Ü,½,ÍŽóM,μ,Ü,·B





,Đ,ÈĚ` ,đŽg—p,μ,½ HTML Ć`Ž®

'¼,ì,Đ,ÈĚ` ,ì^ê—,đ•\Žì,μ,Û,·□B

fXf^fCf<

•¶Žš—ň,ìŽ@Ÿ'èfXf^fCf<,ì^ê—,ð•Ž!,μ,Û,·B

•sŸŽž,lfAfVfXf^f“fg

fRf“fsf...[f^,©,ç—£,ê,Ä,†,é,Æ,«,ì•W□€f□bfZ□[fW,Æf<□[f<,ðŽw'è,μ,Ü,·□B

**fAfhfĀfX' ,©,ç,lfCf“f^[]fifbfg'Ê~b**

fAfhfĀfX' ,É, ,éfAfhfĀfX,đŽg—p,μ,Ä NetMeeting ,đŠŽn,μ,Ü,·B

□í□œ□ĩ,ÝfAƒCfef€„đ•œŒ³

[□í□œ□ĩ,ÝfAƒCfef€] ftfHf<f\_,lfAƒCfef€„đ•œŒ³,μ,Ü,·□B



## NetMeeting ,đŠŽn

fXfPfwf...[f<,<sup>3</sup>,ê,<sup>1</sup>/<sub>2</sub> NetMeeting ,đ'<sup>1</sup>/<sub>4</sub>,¿,ÉŠŽn,μ,Ü,·B





□F,đ•ĭ□X,·,éfc□[f<fo□[.ì-¼'O,đfNfŠfbfN,μ,Û,·□B

[fc[f<fo[]] f{fbfNfX,Å'1'δ,μ,½fc[f<fo[],)F,δ•ïX,μ,Û,·B

fç[fçfo[["wEiF,ð%E'α,Ö,ç,,Ù,Ç"-,,μ,Û,·B,±,ìfìvìVfìf",íA[•W€,ìF,ðŽg—p,·,é] f`fFbfN  
f{fbfNfX,³fìf",ìéè±,ÍŽg—p,Å,«,Û,¹,ñB

fc[f<fo[.l'q'x,î^Ã,³,Æ%oE'x,ì-¾,é,³,î'â,ð,È,,μ,Ü,.B,±,lfvfVf#f",íAfrfffl fhf%ofCfo,ª 256  
F^Èã,ðTf|f|fg,μA[fOf%ff[fVf#f"] f`fFfbfN f{fbfNfX,ªfif",ìê±,ì,Ý—LCEø,É,È,è,Ü,.B

Office jVf#[]fgr]fbfg fo[],lfc[]f<fo[],l[]F,ð[]AWindows ,Æ“~,¶”z[]F,É,µ,Ü,·[]B

[fc[f<fo[] f{fbfNfX,Å'1'ð,μ,½fc[f<fo[],)F,a•\Ž|,³,ê,Û,·B

'I'ð,μ,½fc[]fçfo[],ìfìfvjVfçf“,ðÿ'è,μ,Û,·B

©, â, ç, æ, é, Office fVf#[]fgjfbfg fo[], ìfc[]f:fo[], ìf{f^f“, đŠg'â, μ, Ä•Ž, μ, Ü, ·B



Office fVf#[]fg]fbfg fo[], ðc[]f:fo[], ðfAfCfRf"[]A, ", æ, Ñfc[]f:fo[], ðf{f^f", ðf|  
fCf"fg, µ, ½, Æ, «, É[]Afc[]f:fo[][-¼, âf{f^f"[-¼, ð•\Ž|, µ, Ü, ·[]B

Office fVf#[]fgjfbfg fo[][,đí,É'¼,lfEfBf"fhfE,æ,èŽè'O,É•Ž|,μ,Ü,·B

Office fVf#[]fgjfbfg fo[],<sup>3</sup>Ā'è,<sup>3</sup>ê,Ä,ç,éê±,ÉAOoffice fVf#[]fgjfbfg fo[],đlfCf“fg,μ,½,Æ,«,¾,¯\  
Ž|,<sup>3</sup>ê,é,æ,π,É,μ,Û. BOoffice fVf#[]fgjfbfg fo[],<sup>3</sup>Å-‰»,<sup>3</sup>ê,Ä,ç,é,Æ,«ACEĀ'è,<sup>3</sup>ê,Ä,ç,È,ç  
,Æ,«A,“,æ,Ñ Office fVf#[]fgjfbfg fo[],<sup>3</sup>‰æ-Ê,ìă•”,ÉĀ'è,<sup>3</sup>ê,Ä,ç,ÄA[f^fCfj< fo[],ì,,<sup>3</sup>É±,í,<sup>1</sup>é]  
f`fFbfN f{fbfNfX,³fif“,ì,Æ,«A,±,ìÝ'è,í-³Āø,É,È,è,Û,·B

Å'â%»»,μ,½fAfvfŠfP[fVfjf“,ìf^fCfjf< fo[É Office fVf#[]fgfjfbfg fo[.ð"z'u,μ,Ü,·B,±,ìÝ'è,íAOoffice  
fVf#[]fgfjfbfg fo[,æ-Ê,ìă•",ÉÆÅ'è,³,ê,Ä,ç,éê#ì,Ý—LÆø,É,È,è,Ü,·B

‘€[]ì,μ,â,·,ç,æ,κ,É[]Afc[]lf<fo[]l,ð[]Ø,è‘Ö,!,é,Æ,«,ì”®,«,ðŠŠ,ç,©,É,μ,Û,·[]B

Office fVf#[]fgjfbfg fo[]," @,«,É#í,¹,Ä%¹,ª-Â,é,æ,æ,ÉÝ'è,·,é,É,ÍA[%¹,ð-Â,ç,·] f`fFfbfN  
f{fbfNfX,ðfif",É,µ,Ü,·B,±,ìÝ'è,ÍA,Žg,ç,ìRf"fsf...[]f^,ÉTfEf"fh f[]fh,ÆfXfs[]f[][,ª•t'®,µ,Ä,ç  
,éè#;,ì,Ý-LÆø,É,È,è,Ü,·B

Office jVf#[]fgjfbfg fo[] ,l<N" © Žž,É Office ,jf^fCfjf<%æ-É,đ•\Ž!,μ,Ü,·[]B

• ěX, ., éfc [f:fo [l, ì-¼'O, ðfNfŠfbfN, μ, Ü, . □B' l' ð, μ, ½fc [f:fo [l, ìf {f^f", íA [f {f^f", Æ, μ, Ä • Ž |, ., éftf@fCf<] f {fbfNfX, É • Ž |, ³, é, Ü, . □B



'l'ö,µ,½fc[]f<fo[]l,lf{f^f",Æ,µ,Ä•\Ž!,·,éftf@fCf<,ª•\Ž!,³,ê,Ü,·□Bf{f^f",ð"ñ•\Ž!,É,·,é,É,Í□A□æ"ª,lf`fFbfN  
f{fbfNfX,ðfift,É,µ,Ü,·□B

'l'ð,µ,½f{f^f",Ü,½,ífXfy□[fX,ð 1 ,Â□ã,ì^Ê'u,É^Ú"® ,µ,Ü,·□B

'l'δ,μ,½f{f^f",Ü,½,ífXfy□[fX,δ 1 ,Â%º,ì^Ê'u,É^Ú" ©,μ,Ü,·□B

'l'đ,μ,½fc□[f<fo□[,Éf{f^f",Æ,μ,Ä'Ç%Á,Å,«,éftf@fCf<,îê—,đ•\Ž!,μ,Ü,·□B

'l'ö,µ,½fc[]f<fo[],Éf{f^f",Æ,µ,Ä'Ç%Á,Å,«,éftfHf<f\_,l^ê—,ö•\Žl,µ,Ü,·B

'l'đ,μ,½fc[]f<fo[],lf{f^f“,lšÔ,ÉfXfy[]fX,đ'Ç%oÁ,μ,Ü,·□B

[f{f^f",/Æ,μ,Ä•\Ž|,·,éftf@fCf<]  
f{fbfNfX,Å'!δ,μ,½f{f^f",Ü,½,ífXfy[]fX,ðí[]œ,μ,Ü,·BŠù'¶,ìftfHf<f\_,©,çò[]¬,³,é,½fc[]f<fo[][,ìf{f^f",ðí  
[]œ,·,é,Æ[]A,»,ìf{f^f",ªŽQ[]Æ,·,éftf@fCf<,âftfHf<f\_,àí[]œ,³,é,Ü,·Bfn[]fh  
ffBfXfN,©,çftf@fCf<,âftfHf<f\_,ðí[]œ,¹,,É[]Afc[]f<fo[][,ìf{f^f",ðí[]œ,·,é,É,í[]A[f{f^f",/Æ,μ,Ä•\  
Ž|,·,éftf@fCf<] f{fbfNfX,ìftf@fCf<-¼,ì[]æ"ª,É, ,éf`fFfbfN f{fbfNfX,ðf!ft,É,μ,Ü,·B

□äŒü,«-î^ó,ìf{f^f“□A,Û,½,í%°Œü,«-î^ó,ìf{f^f“,ðfNfŠfbfN,μ,Û,·□B



Office fVf#[]fgjfbfg fo[],É[]V,μ,çfc[]f<fo[],đ'Ç%Á,μ,Ü,·[]Bfc[]f<fo[],ì-¼'O,đ"ü—í,μ,Ü,·[]B

□ä,lfjfvfVf†f“,ð'!ð,μ,Ü,·□B

ftfHf<f\_îê—,đ•\Ži,μ,Û,·□B

fc[]f<fo[][,Æ,μ,Ä'Ç%Á,·,éftfHf<f\_,-¼'O,ð"ü—  
Í,μ,Ü,·BftfHf<f\_ÉŠÜ,Ü,é,éftf@fCf<,ÍAf{f^f",Æ,μ,Äfc[]f<fo[][,É'Ç%Á,<sup>3</sup>,ê,Ü,·BftfHf<f\_î^ê—,ð•\  
Ž!,·,é,É,ÍA[ŽQ[Æ] ,ðfNfŠfbfN,μ,Ü,·B

fc[f<fo[.l[V,μ,ϕ-¼'O,δ"ü—í,μ,Ü,·B

Office fVf#[]fgjfbfg fo[],lfc[]f:fo[],l•\Ž!,Æ"ñ•\Ž!,ð∅,è'Ö,!,é,É,í∅Afc[]f:fo[][-¼,ì∅æ"ª,É, ,éf`fFfbfN  
f{fbfNfX,lfj",Æflft,ð∅,è'Ö,!,Ü,·∅B

'I'ð,μ,½fc[]fçfo[],ð 1 ,Â[]ã,ì^Ê'u,É^Ú"®,μ,Û,·[]B

'l'đ,μ,½fc[]fçfo[][,đ 1 ,Â%º,ì^Ê'u,É^Ú"® ,μ,Û,·□B



Office jvf#[]fgjfbfg fo[],É[]V,μ,çfc[]f·fo[],đ'Ç%Á,μ,Û,·[]B

Office of the Registrar, ©, ç, 'l, ð, µ, ½, f, c, [f, fo, [ , ð, í, œ, µ, Û, ·, B

[“o~^“à—e] f{fbfNfX, ì□€-Ú, ì□Ý'è, ð•ï□X, ·, é, É, í□A□€-Ú, ðfNfŠfbfN, μ□A[·ï□X] , ðfNfŠfbfN, μ, Û, ·□B

'I'δ,μ,½f{f^f",i-¼'O,δ•İX,μ,Ü,·B

'l'đ,μ,½fc[]f<fo[]l,ì-¼'O,đ•ï[]X,μ,Û,·[]B

; Žg,č,lfRf“fsf...[]f^,lfVfXfef€,ì\□-“à—e□AfVfXfef€ DLL□AfRf“fo[]f^□A%œ-É,ì\□-“à—  
e□AŽÀ□s’t,lfAfvfŠfP□[]Vf#f“□AfAfNfefBfu f,fWf...[]f<□A,“,æ,Ń OLE <@“\,ì□Ý’è,É,Â,ç,Ä,ì□î•ň,ď•\  
Žl,μ,Ü,·□B

□»•ifTf|□[fg□î•ň,đ•\Ž|,μ,Û,•□B





• \ ([ ' Ž ® ] f f j f ... [ ] )

• \, i Ć r ü, i' Ć % Á A F, i' Ć % Á A — ] ' ' , i Ć Ý ' è A • Ć Ž š, i " z ' u, ě s, Ć, Ü, · B



•  $W \in ([\cdot \backslash \check{Z} !] f \square f j f \dots \square [ ])$

•  $W \in \epsilon, i \backslash \check{Z} !, \acute{E} \square \emptyset, e' \ddot{O}, |, \ddot{A} \square A f X f \% o f C f h, \delta^{\wedge} \acute{e} " x, \acute{E} 1 - \ddot{z}, , \acute{A} ' \epsilon \square i, \mu, \frac{1}{2}, \grave{e} \square A f v f \text{C} \text{E} f [ f " f e \square [ f v f \# f " , \grave{i}, \cdot, \times, \ddot{A}, \grave{i} f X f$   
 $\% o f C f h, \delta \square \backslash \square \neg, \mu, \frac{1}{2}, \grave{e}, \acute{A}, \ll, \ddot{U}, \cdot \square B$

## fuf [fhfLfffXfg, ìŠŽn

fif“f%ofCf” fuf [fhfLfffXfg, ðÝ'è, ", æ, ÑfXfPfwf... [f<, μ, ½, Æ, «, ÉŽw'è, μ, ½fT [fo [ , ìfpfX, É HTML  
E`Ž@, ìvfCEf [f“fe [fVf#f”, ðfRfs [ , μ, Ü, · B PowerPoint , Å, í Afí [fffBfi, Æfrfffi, º³, μ, “ ® ì, · , é, ©, Ç, x  
, ©, à` fFfbfN, ³, é, Ü, · B

Ÿ'è,ÆfXfPfwf...[f<

fif"f%ofCf" fuf[[fhfLfffXfg,ðŸ'è,μ,ÄAfXfPfwf...[f<,μ,Ü,·BŸ'è,μ,½fifvfVf†f",íA,·,x,Ä,ìfif"f%ofCf"  
fuf[[fhfLfffXfg,É"K—p,<sup>3</sup>,è,Ü,·B

ŽŸ,lfyfCf“

fvfŒf[f“fe[]fVf#f“,ÅŽžŒv%oň,è,ÉŽŸ,lfyfCf“ (fEfBf“fhfE~g) ,É^Ú“® ,µ,Ü,·[]B

••Š,,^Ê'u,ì^Ú“®

fVfCf[f“fe□[fVf#“ fEfBf“fhfE,đ•i□” ,ìfyfCf“ (fEfBf“fhfE~g) ,É••Š,, ,é••Š,,fo□[ ,đ^Ú“® ,μ,Û,·□B,±  
,ìfRf}f“fh,đŽg—p, ,é,É,í□AfRf}f“fh,đfc□[f<fo□[ ,Éfhf%ofbfO,μ,Û,·□BŽÿ,É□A[••Š,,^Ê'u,ì^Ú“®]  
,đfNfŠfbfN,μ□AfL□[f{□[fh,ì-î^ófL□[ ,đ%oÿ,μ,Ä••Š,,fo□[ ,đ^Ú“® ,μ,Û,·□B

¶, ©, ç%•E, É

fA fEfgf%ofCf" fyfCf", ðfvfCEf[f"fe[fVf#f" fEfBf"fhfE, ì¶, É^Ú" ®, µ, Ü, ·B



%E, ©, ç 1, É

fAfEfGf%oFcf" fyfCf" ,ðfvfCef[f"fe[fVf#f" fEfBf"fhfE, ì%E, É^Ú" ®, μ, Ü, · □B



**fXf%ofCfh fVf#[]iÄŠj**

ÅEă,É•\Ž|,μ,½fXf%ofCfh,©,çfXf%ofCfh fVf#[]δÄŠj,μ,Ü,·B

•\,ìĈÛ,« (□¶,©,ç%øE)

•\,ìĈÛ,«,ð□¶,©,ç%øE,É∅,è'Ö,ı,Û,·□B

•\,İĒü,« (%oE,©,ç□1)

•\,İĒü,«,đ%oE,©,ç□1,É□Ø,è'Ö,ı,Ü,·□B



## fAfhfCfX

flfufWfFfNfg AfhfLf...f f"fg Afy [fW A,Ü,½,Í,» ,ì'¼,ì^Ú" @ æ,Ö,lfpfX,Å,·BfAfhfCfX,É,Í AURL  
(fCf" f^ [flfbfg,Ü,½,ÍfCf"fgf% flfbfg,lfTfCfg,Ö,lfAfhfCfX) ,Ü,½,Í UNC flfbfgf [fN fpfX (f [ff< fGfŠfA  
flfbfgf [fN ä,lf@fCf<,Ö,lfAfhfCfX) ,ª, ,è,Ü,·B,Ü,½ AfAfhfCfX,É,Í Af fCf"  
fAfhfCfX,ªŽ!,·ff [f^fx [fX flfufWfFfNfg AWord ,lfufbfNf} [fN AExcel ,ì-  
¼'O,ªŽw'è,³,è,½"í^Í,È,Ç A,æ,è Ú x,ÈfAfhfCfX î•ñ,ªŠÜ,Ü,è,é,±,Æ,à, ,è,Ü,·BfnfCfp [fŠf" fN,ðfNfŠfbf  
N,·,é,Æ Afuf% efU,Ü,½,Í Office fAfvfŠfP [fvf#f" ,lfAfhfCfX,ðŽg—  
p,μ,Ä AŽw'è,³,è,½ æ,É^Ú" @ ,μ,Ü,·B

»•iî•ñ

Microsoft ,É,æ,Á,Ä<Lq, ",æ,Ñ"z•z,³,é,é<Zp"l,ÈŽ'—¿,ÅAMicrosoft »•i,ÉŠÖ,.,é'Ç%Áî•ñ,âŠù'm,ì-  
â'è"\_,ìC³,ð'ñ<ÿ,µ,Ü,·B»•iî•ñ,É,ÍAV,µ,çftfgfEjFfA AfhfLf...f"fe[fVf# " AfTf"fvf<  
ftf@fCf<AfffofCfX fhf  
%ofCfoAft[fefBfŠfefB Afef"fvfCE[fqA,Ü,½,Íf}fNf,ªŠÜ,Ü,é,éfffBfXfN,ª"Y•t,³,è,Ä,ç,ééé#ª, ,è,Ü,·  
B



**fufbfNf}[]fN**

ŽQÆ,·,é-Ú“l,Å-¼'O,đ•t,¯,½[]AfeJfXfg,ìÊ'u,Û,½,í'ð"í'í,Å,·[]BWord ,Å,í[]Aft[]fU[][,žw'è,μ,½-¼'O,Å^Ê'u,É^ó,ª•t,¯,ç,ê,Û,·[]BfufbfNf}[]fN,đŽg—p,·,é,Æ[]Afvf[]fXfzf·f\_,đŽg—p,μ,½[]è[]#,æ,è,à'½,-,ì,±,Æ,ª,Å,«,Û,·[]B,½,Æ,ì,í[]AfufbfNf}[]fN,đŽg—p,μ[]AfNf[]fX fŠftf@f[]fX,đ[][]¬,μ,Å"Ò[]t,đ•t,¯,é,±,Æ,ª,Å,«,Û,·[]B

## □đŒ□

ŒŸ□đ,Ů,½,í Š□o,đ□s,ꝛ□Ů,É□Afvf□pfefB,ª-ž,½,•K-v,ª, ,é□đŒ□,î^è•",Ā,·□B□đŒ□,É,í□Afvf□pfefB,Æ<ꝛ  
,Éžw'è,·,é,à,ì,ª, ,è,Ů,·□B,½,Æ,í,í□Afvf□pfefB "□ì□-“úžž" ,í□A□đŒ□ "□đ“ú" ,Æ<ꝛ,Éžg—  
p,μ,Ů,·□B,» ,í'¼,í□đŒ□,í□Afvf□pfefB,¨ ,æ,Ñ'í,Æ<ꝛ,Éžg—p,·,é•K-v,ª, ,è,Ů,·□B,½,Æ,í,í□Afvf□pfefB  
"□ì□-žò" ,í□A'í "□í“c" ,¨ ,æ,Ñ□đŒ□ " ,Ā, ,é (,¿,â,ꝛ,Ç)" ,Æ<ꝛ,Éžg—p,μ,Ů,·□B□đŸ□-žò,Ā, ,é£,Æ,¢  
,ꝛžw'è,í□A•sš@'S,Ā,·□B

fWfff“fvæ

fñfCfp[fŠf“fN, ©, ç^Ú“@, ·, é—v‘f-¼, ì‘□□ì, Å, ·□B

**fffXfefBfi[]fVf#f" ftf@fCf<**

fŠf"fN flfufWfFfNfg,Ü,½,í-

„,ßž,ÝflfufWfFfNfg,š' }“ü,³,è,½ftf@fCf<,Å,·BflfufWfFfNfg,ði[]¬,·,é,½,ß,ÉŽg—

p,³,è,½î•ñ,đŠÜ,þftf@fCf<,í[]A[]fX ftf@fCf<,Å,·BfffXfefBfi[]fVf#f" ftf@fCf<,ìî•ñ,đ•ï[]X,µ,Ä,à[]A[]fX  
ftf@fCf<“à,ìî•ñ,í[]X[]V,³,è,Ü,¹,ň[]B

## Ā'èfc<fo<

fAfvfŠfP<fVf#f" fEfBf"fhfE,ì 1 ,Ā,ì',ÉĀ'è,³,è,½fc<fo<,Ā,·Bfc<fo<,íAfvfŠfP<fVf#f",ìf^fCf<fo<,ì%º,âAfvfŠfP<fVf#f" fEfBf"fhfE,ì¶'[]A%ºE'[]A,Ü,½,í%º•",ÉĀ'è,Ā,«,Ü,·Bfc<fo<,đfAfvfŠfP<fVf#f" fEfBf"fhfE,ì',Éfhf%ºfbfO,·,é,ÆAfc<fo<,ì—ÖŠs,³fAfvfŠfP<fVf#f" fEfBf"fhfE,ì',É%º^,Ā,½Ā` ,É•í,í,Ā,Ā"z'u,³,è,Ü,·B

**-,„,ßž,ÝfufWfFfNfg**

ftf@fCf< (-,„,ßž,Ýæftf@fCf<) ,É' }“ü,<sup>3</sup>,è,½î•ñ (fufWfFfNfg) ,Å,·B-  
„,ßž,Ü,è,½Eä,íA fufWfFfNfg,í-„,ßž,Ýæ,iftf@fCf<,l^è•” ,É,È,è,Ü,·B-  
„,ßž,ÝfufWfFfNfg,đ\_fuf<fNfŠfbfN,·,é,ÆA,» ,lfufWfFfNfg,²îî¬,<sup>3</sup>,è,½fAfvfŠfP[[fVf+f“  
(îî¬E³fAfvfŠfP[[fVf+f”) ,ÅfufWfFfNfg,³Š,©,è,Ü,·B-,„,ßž,ÝfufWfFfNfg,É%Á,!,½•îX,íA,·,x,Ä-  
„,ßž,Ýæ,iftf@fCf<,É”½%of,<sup>3</sup>,è,Ü,·B

## FTP (File Transfer Protocol)

FTP (File Transfer Protocol) is a standard network protocol used for the transfer of files from a client to a server or vice versa over a network. It is based on a client-server architecture. The client initiates the connection and sends commands to the server, which responds with data or status information. FTP uses two separate channels: a control channel for sending commands and a data channel for transferring files. The control channel is established over a TCP connection, and the data channel is established over a separate TCP connection. FTP is widely used for file sharing and distribution, but it is not secure as it transmits data in plain text. For secure file transfer, protocols like SFTP and FTPS are used.

•\Z:ï,Ý,lfnfCfp[]fŠf“fN

•\Z:ï,Ý,lfnfCfp[]fŠf“fN,Æ,ÍA^È'O,ÉfAfNfZfX,μ,½,±,Æ,ª, ,é^Ú“ @[]æ,Ö,lfnfCfp[]fŠf“fN,Å,·B^è“xfnfCf  
p[]fŠf“fN,đŽg—p,μ,Ä^Ú“ @,·,é,Æ[]AŽg—p,μ,½fnfCfp[]fŠf“fN,ìF,ª•ï,í,è,Ü,·B



## GIF (Graphics Interchange Format)


'½,,ì World Wide Web fuf%øfEfU,ÅfCf“f%øfCf“ fOf%øftfBfbfNfX,Æ,μ,Ä•\Ž!,Å,«,éfOf  
%øftfBfbfNfX,ìftf@fCf<E`Ž® ,Å,·BGIF ,íA“Á,ÉfCf[]fW,ì“J’—,ì,½,ß,ÉŠJ” ,³,è,Ü,μ,½[]Bf}f“fK,âü  
%øæ,È,Ç,ì[]F,ì[],È,çfOf%øftfBfbfNfX,ì“J’—,É“K,μ,Ä,ç,Ü,·BGIF ftf@fCf<,íAfrfbfgf}fbfv,É^³[]k,³,è,Ü,·[]B


## Gopher

fCf“f^[]f]f]f]g[]ä,]fŠf\[]fX,ðŠj,,±,Æ,ª,Å,«,éfCf“f^[]ftfFfCfX,Å,·[]BGopher fT[]fo[][,É,Í[]A[]î•ñ,ì•ª—p,ð^ê  
—,É,µ,½f[]ff...[],ªŠÜ,Ü,è,Ä,ç,Ä[]A,»,±,©,ç‘l’ð,·,é,±,Æ,ª,Å,«,Ü,·[]BGopher ,]f[]ff...[],É,Í[]AWorld Wide  
Web fhfLf...f[]f“fg,]fnfCfp[]fŠf“fN,Æ“˘,¶<@“\,ª, ,è,Ü,·[]B

Gopher fT[]fo[][]ä,]ftf@fCf<,ì URL ,Í[]A[]æ“ª,É gopher:// ,ª•t,«,Ü,·[]B

## —š—đfŠfXfg

□ì<Æ'†,lfAfvfŠfP□[Vf#f“,lfZfbfVf#f“,Å□AfnfCfp□[fŠf“fN,đŽg—p,μ,ÄfWfff“fv,μ□A  (fXf^□[fg fy□[fW)□A

 (Web ,)CEŸ□ö)□A[,“<C,É“ü,è] f□ffj...□[,ì [,“<C,É“ü,è,đŠ],]□A,Ü,½,í [Web] fc□[f<fo□[,ì [fAfhfCEfX] f{fbfNfX,đŽg—p,μ,ÄŠ],ç,½ftf@fCf<,ì,α,¿□A□Ä<BS],ç,½ 10 CEÄ,iftf@fCf<,í^è—,Ä,·□B—š—đfŠfXfg,đ•\ Ž!,·,é,É,í□A[Web] fc□[f<fo□[,ì [^Ú“@] f□ffj...□[,đfNfŠfN,μ,Ü,·□B

## fz[]f€ fy[]fW

World Wide Web fTfCfɡ,lf[]fCf“ fy[]fW,Å,·Bfz[]f€ fy[]fW,í[]AWeb fTfCfɡ,ì[]Š—  
LŽÒ,É,æ,Á,Ä[][]→,³,é[]A’Ê[]fTfCfɡ“à[]A,“,æ,ÑfTfCfɡŠO,ì‘¼,lfy[]fW,Ö,lfnfCfp[]fŠf“fN,³ŠÜ,Ü,è,Ä,ç  
,Ü,·[]BWeb []ă,É,í‘½[]”,ì^Ü,È,éfz[]f€ fy[]fW,³‘¶[]Y,μ[]A1 ,Â,ì Web fTfCfɡ,É,í·;[]”,lfz[]f€  
fy[]fW,³ŠÜ,Ü,è,Ä,Ü,·[]B,½,Æ,ì,î[]AMicrosoft fz[]f€ fy[]fW (<http://www.microsoft.com/>) ,ì Products  
fz[]f€ fy[]fW,É,í[]AWindows 95 fz[]f€ fy[]fW,â Office fz[]f€ fy[]fW,È,Ç,ì·Ê,lfz[]f€ fy[]fW,³ŠÜ,Ü,è,Ä,ç  
,Ü,·[]B

**fnfCfp[fŠf“fN,ìŠì”\_**

‘Š’ìfŠf“fN,žw’è,μ,½fpfX (fnfCfp[fŠf“fN,đŠÜ,pftf@fCf<,ÆfŠf“fNæftf@fCf<,ì—¼•ù,É<α—  
L,<sup>3</sup>,è,½fpfX,ìÅ□%o,ì•”•a) ,ÉŠì,Ä,-  
□ê□#□A,» ,ìfpfX,ìfnfCfp[fŠf“fN,ìŠì”\_ ,Ä,·□BfnfCfp[fŠf“fN,ìŠì”\_ ,ìfAfhfCfX,ì□A,· ,x,Ä,ì‘Š’ìfŠf“fN,ìfpfX,ì□æ”  
a,É’Ç  
%oÁ,<sup>3</sup>,è,Ü,·□BfnfCfp[fŠf“fN,đŠÜ,pftf@fCf<,É^Ú”® ,·,éêê#□A,Ü,½,ìfnfCfp[fŠf“fN,đŠÜ,pftf@fCf<,ÆfŠf“  
fNæftf@fCf<,ì—¼•ù,É^Ú”® ,μ□A”~Žž,ÉfnfCfp[fŠf“fN,đ^ÚŽ□,·,éêê#□AfnfCfp[fŠf“fN,ìŠì”\_ ,đžg—  
p,μ,Ü,·□B

**fCf“ffbfNfX^—,lf^fXfN**

fCf“ffbfNfX,ìòò—òAŠù‘¶,lfCf“ffbfNfX,ìíòœ,âòXòV,È,ÇòAFind Fast ,afCf“ffbfNfX,É‘î,μ,ÄŽÀòs,·,éò^—  
ò,Å,·òBfCf“ffbfNfX^—ò,lf^fXfN,íòA[ò‘»òó<μ] —ñ,É•\Ž!,³,ê,Ü,·òBfCf“ffbfNfX^—  
ò,lf^fXfN,đŽÀòs,·,é,É,íòA[fcf“ffbfNfX] fòfjf...ò[.ìfRf}f“fh,đŽg—p,μ,Ü,·òB

## fCf“f^[]f]f]f]g

'½", ì[-CE^fRf“fsf...[]f^ f]f]f]f]g[][]fN,Æ[]A-c'â,È", ìŠé<Æ[]A<^ç<@ŠÖ[]A[]-  
•{<@ŠÖ[]A, ",æ,ÑCEÂ[]I, ìfRf“fsf...[]f^, ©, ç[]-, é[]A[]çŠE<K-í, ìf]f]f]f]g[][]fN, Å, ·BfCf“f^[]f]f]f]g, Í[]A  
%º¼'z[]}[]ŠÜ[]A[]æ“XSX[]A[]f]f]f]f]g[]A”ü[]pŠÜ, È, Ç, ð, , é“dŽq“sŽs, É, ½, Æ, †, é, ±, Æ, ð, Å, «, Û, ·[]B

## fAfCfef€

fAfCfef€,Æ,ÍAOutlook ,lî•ň,ð•ÚŽ,·,éŠi-{"l,È-v'f,ÅA'¼,ljAfvfŠfP[lVf#f",lftf@fCf<,É'Š"-  
,μ,Û,·BfAfCfef€,É,ÍAf□□[f: ffbfZ□[fW□A-\'è•\□A~A-□□æ□AŽdŽ-□A-š-ð□€-  
Ú□A,¨,æ,Ňf□f,,ð, ,è,Û,·□B



**—š—ð€-Ú**

<L~^,³,é,½□ì<Æ,ð•\,·□A—š—ð,ìfAfcfef€,Å,·□B—š—ð€-Ú,Æ,í□Afcfef€,ª•\ ,:□ì<Æ,Ö,ìfVf#□[fgjffbfq,Å,·□BfAfcfRf“,ì□¶%º’[,É•\Ž!,³,é,éŽžCEv (☑,â

☑) ,Å□A—š—ð€-Ú,ð‘¼,ìfAfcfef€,Æ<æ•Ê,·,é,±,Æ,ª,Å,«,Û,·□B

## JPEG (Joint Photographic Experts Group)

'½", à World Wide Web fuf%ofEfU, ÅTfj|[]fg, ³, è, Ä, ç, é[]AfOf%oftfBfbfNfX, ìftf@fCf<CE`Ž®, Å, ·[]BJPEG, ÌŽÊ^fCf[]fW, ì^³[]k, ", æ, Ñ·Ù'¶, ì, ½, ß, ÉŠJ", ³, è[]AfXfLfff", ³, è, ½ŽÊ^, È, Ç, ì'½,, ÌF, ðŽg—p, µ, ½fOf%oftfBfbfNfX, ì·Ù'¶, É“K, µ, Ä, ç, Ü, ·[]BJPEG ftf@fCf<, í[]Afrfbfgf}fbfv, É^³[]k, ³, è, Ü, ·[]BWindows , Å, Ì[]A.jpg, Æ, ç, æŠg'£Žq, ³·t, ¯, ç, è, Ü, ·[]B

**f\_fEf“f□□[fh fT□[frfX**

f\_fEf“f□□[fh fT□[frfX (MSDL) ,í□A•W□€,ìĈfŽ!“ÂfVfXfef€‚Å,·□Bf\_fEf“f□□[fh fT□[frfX ,É,í□AMicrosoft  
,©,ĉf\_fEf“f□□[fh,Å,«,é Microsoft f\ftfgfEfFfA ff□[f^ f%ofCfuf%ofŠ (MSL)□A<Z□p□î•ñ□AfffofCfX fhf  
%ofCfo□Afwf<fv ftj@fCf<□A,¨,æ,Ñ,»‚ì¼,łTj|□[fg ftj@fCf<,ªŠÜ,Ü,é,Ä,ċ,Ü,·□B

## Microsoft fTf|[]fg<Z[]p[]î•ñ

Microsoft fTf|[]fg<Z[]p[]î•ñ (KB) ,í[]AMicrosoft fTf|[]fg fGf“fWfjffA,“,æ,Ñft[]fU[][,ì,½,ß,ì[]»•i[]î•ñ,ìŽâ—  
v,È[]î•ñ€¹,Å,·[]B,±,±,É, ,é-c'â,È—Ê,ì[]î•ñ,í[]A-^“ú[]X[]V,³,è[]A[]Ú[]×,ÈŽÀ—p[]î•ñ[]AfeffNfjffj< fTf|[]fg,É-  
â,ç[]#,í,¹,ì, ,Á,½Ž¿-â,Ö,ì%øð“š[]W[]A,“,æ,ÑŠù'm,ì-â'è“\_ ,³ŠÜ,Ü,é,Ä,ç,Ü,·[]BMicrosoft fTf|  
[]fg<Z[]p[]î•ñ,ì[]î•ñ,ÉfAfnfZfX,·,é,É,í[]AfeffLfXfg,ÆfL[]f[][]fh,ðŽg—p,µ,Ä-â,ç[]#,í,¹,Ü,·[]B

**Microsoft f\ftfgfEjFfA ff[]f^ f%ofCfuf%ofŠ**

Microsoft f\ftfgfEjFfA ff[]f^ f%ofCfuf%ofŠ (MSL) ,Æ,Í[]AfCj“f^[]fjfbfg[]ă,É, ,é[]A,·,×,Ä,ì Microsoft  
[]»•i,ì,½,ß,ì-³—¿,ìfofCfifŠ (fefLfXfg,Å,È,ç) ftj@fCf<,ì[]W,Ü,è,Å,·[]B,½,Æ,ì,î[]AMSL ,É,Í[]AfffofCfX fhf  
%ofCfo[]Aft[]fjefBfŠfefB[]Afwf<fv ftj@fCf<[]A<Z[]p[]î•ñ,È,Ç,ªŠÜ,Ü,é,Ä,ç,Ü,·[]B

## Office fVf#[]fjgffjfbfg fo[]

Office fVf#[]fjgffjfbfg fo[], đŽg, ɹ, Æ[]A, æ, Žg—p, ., éfŠf\[]fX, đ 1  
%oñfNfŠfbfN, ., é, ¾, -, Å, », è, ç, ÉfAfNfZfX, Å, «, Ü, .[]BOffice fVf#[]fjgffjfbfg fo[], Æ, í[]A[]V, μ, ç—\ŽZ^Ä, đ, ., î, â, -  
<N“ @, μ, ½, è[]AfXf%ofCfh fvfÆf[f“fe[]fVf#j”, đœÿ[]ö, “, æ, ÑŠj, ç, ½, è[]A“dŽqf[]f< f[]fbfZ[]fW, đ’—  
[]M, μ, ½, è[]A—\’è•\, đŠÇ—[], μ, ½, è[]AŽdŽ—fŠfXfg, ÉŽdŽ—, đ’Ç%oÄ, μ, ½, è[]AOutlook , ĩf[]f, []A~A—[]æ[]A—š  
—đ[]€—Ú, É, Ç, đ[]i[]-, Å, «, éf{f^f”, đŠÜ, bfc[]f<fo[], ì[]W, Ü, è, Å, .[]BOffice fVf#[]fjgffjfbfg fo[], ì[]Ú[]x, É, Å, ç  
, Ä, í[]AOffice fAfVfXf^f“fg, ÉçMicrosoft flftfBfX fVf#[]fjgffjfbfg fo[], £, Æ“ü—í, μ, Ä, , ¾, ³, ç[]B

**OLE**

fAfvfŠfP[fVf#f“ŠÔ,Åî•ň,đ<α—L,·,é,½,β,ÉŽg—p,Å,«,éfvf[fOf%of€“□□‡<Z□p,Å,·□B,·,×,Ä,ì Office  
fAfvfŠfP[fVf#f“,Å,Í OLE ,əfTf|□[fg,³,è,Ä,č,é,½,β□AfŠf“fN flfufWfFfNfg,Æ-„,β□ž,ÝflfufWfFfNfg,đŽg—  
p,μ,Ä□A□î•ň,đ<α—L,Å,«,Û,·□B

**fpfX**

f\fyfCE[fefBf“fO fVfXfef€,aftfHf<f\_Ü,½,íftf@fCf<,ìCEŸ□ō,ÉŽg—p,·,é“<sup>1</sup>□‡,Å,·□B,½,Æ,!,î□Ac:\House  
finances\March.doc ,È,Ç,Å,·□B



**fvftf@fCf<**

“Á’è,ìft[]fU[],É’í,μ,Ä Outlook ,ð,Ç,ì,æ,κ  
,É[]Ý’è,·,é,©,ð’è<`,·,·,é[]A[]Ý’è,ìfOf<[]fv,Å,·[]Bfvf[]ftf@fCf<,É,í[]A[]î·ñfT[][frfX,ð,ç,,Â,Â,àŠÜ,β,ç,è,Ü,·[]B,±  
,è,ç,ì[]î·ñfT[][frfX,í[]AŽó[]MfgfCEfC[]AfAfhfCEfX’ []AftfHf<f\_,ìfZfbfg[]A,“,æ,Ñ,»,ì’¼,ì<@”\  
,Ö,ìfAfNfZfX,È,Ç,ì[]A,³,Ü,´,Ü,É<@”\,ð’ñ<ÿ,μ,Ü,·[]B’É[]í[]Afvf[]ftf@fCf<,í 1 ,Â,¾,¯·K—v,Ä,·[]B

## fpufŠbfN ftHf<f\_

fpufŠbfN ftH[f%of€,lfHf<f\_Å,·BfvfWfFfNfg,âždž-î•ñA^ê”Ê”I,È~b’è,ì“ç~\_A~A—æAŽdž-  
A,“,æ,Ñ<□I,È,Ç,ì•—p•Ê□L□□,È,Ç□Aft□[fU□[,□L’í’í,ìî•ñ,ð<α—L,·,é,½,β,ÉŽg—p,Å,«,Ü,·BfAfNfZfXCE  
,É,æ,Á,Ä□AfpufŠbfN ftHf<f\_ð•\Ž!,“,æ,ÑŽg—p,Å,«,éft□[fU□[,©,Ç,α,©□A,“,æ,Ñ,Ç,ì’í’í,Ü,ÅŽg—  
p,Å,«,é,©,“»’f,³,è,Ü,·BfpufŠbfN ftHf<f\_Í□AMicrosoft Exchange fT□[fo□[,lfRf”fsf...  
□[f^,É•Ü’¶,³,è,Ü,·B

**fšfœ[]fvf#fif< ff[]f^fx[]fX**

□î•ñ,ð•\ (ff[]f^—p,ì□s,Æ—ñ,ðšÜ,b) ,Éšì”[,·,é□Aff[]f^fx[]fX,Ü,½,íff[]f^fx[]fXšÇ—□fvfXfef€  
,ì^èží,Ä,·□Bfšfœ[]fvf#fif< ff[]f^fx[]fX,í□A2 ,Ä,ì•\,ì“È,«□#,í,¹l,ðžg—p,μ,Ä□A^è•ù,ì•\  
,ì□î•ñ,Æ,à,π^è•ù,ì•\,ì□î•ñ,ð‘šœÝ,ÉšÖ~A•t,~,Ü,·□B’Êí□Afšfœ[]fvf#fif<  
ff[]f^fx[]fX,Ä,í‘Á‘è,ì□î•ñ,ð•Ü‘¶,·,é,ì,ì^è“x,¾,~,È,ì,Ä□Aff[]f^fx[]fX,ðœø—!,æ,žg—p,Ä,«□A“ü—[fGf  
%o[][,ðœ,·,ç,·,±,Æ,ª,Ä,«,Ü,·□B

## 'Š'îfšf"fn

fnfCfp[fšf"fn, a'Š'îfšf"fn, ÉŠî, Ā, ç, ½fpfX, ðŽg—p, ·, é, Æ AfnfCfp[fšf"fn, ð  
%øð[œ, ¹, , É AfnfCfp[fšf"fn, ðŠÜ, pftf@fCf<, ÆfnfCfp[fšf"fn, ð^Ú"®[æ, ð^Ú"® , Å, «, Ü, · BfnfCfp[fšf"fn  
N, ðŠÜ, pftf@fCf<, ÆfnfCfp[fšf"fn, ð^Ú"®[æ, íA<α, É^Ú"® (fpfX[ç'Š'î, ð^Ú"®)  
, μ, Ā AfnfCfp[fšf"fn, ð^ÚŽ[·, é•K—v, æ, , è, Ü, · B

**fšfbf` fefLjXfg ftfB[]f<fh**

-,,ßž,ÝfjfufWfFfNfg,È,Ç[]AfefLjXfg,¾,¯,Å,È,[]Ž®,ÆfOf%oftfBfbfNfX,ð•\Ž!,Å,«,éftfB[]f<fh,Å,·[]B

## f<[]fg fffBfCEfNfgfŠ

c:\,È,Ç,ì[]Afhf%oofCfu[]ã,ìffBfCEfNfgfŠ,Å[]A,±,ìffBfCEfNfgfŠ,©,ç,·,×,Ä,ì'¼,ìffBfCEfNfgfŠ,ª•ªŠò,µ,Ä,ç,Ü,·[]B

□ì□-CE³fAfvfŠfP□[fVf#f" (f\□[fX fvf□fOf%of€)

fŠf"fN flfufWfFfNfg,Ü,½,í-,,,ß□ž,ÝflfufWfFfNfg,ð□ì□-,·,é,½,ß,ÉŽg—  
p,μ,½fAfvfŠfP□[fVf#f" ,Å,·□BflfufWfFfNfg,ð•Ò□W,·,é,É,Í□A,¨Žg,ç,lfRf"fsf...  
□[f^,É□ì□-CE³fAfvfŠfP□[fVf#f" ,afZfbfgfAfbfv,³,è,Ä,ç,é•K—v,ª, ,è,Ü,·□B

**Ždž-fšfXfg**

—\`è•\,lždž-fšfXfg,Æždž-,É•\ž!,<sup>3</sup>,è,é□Aždž-,ì^è—,Å,□B



**fejLxfg fNfGfš**

%o%ožžžqAfNfH[fe[fVf+f“A\* ,Ü,½,í ? ,È,Ç,lfCf<fhj[fhA,“ ,æ,Ñ,©,Á,±,đšÜ,p,±,Æ,ª,Å,«,éA1  
,Â^Èă,ł<â,Â,·B

'I

ŒŸö,Û,½,ÍŠo,đs,æ,«,ÉfvfƒpfefB,ª-ž,½,•K-v,ì, ,éđŒ,đŠ@-.,,é,½,ß,ìAfefLjXfgA“ú•tA”  
'lA,Û,½,Í\_—“l,È”ü—í,Á,•B,½,æ,í,îAđŒ,ª,“,Á, ,é (,¿,â,æ,ç)“ ,Á, ,é fvƒƒpfefB “ì-žÒ”  
,đŠ@-.,,é,É,íA“í“c” ,È,ç,ìl,đŠÛ,ß,é•K-v,ª, ,è,Û,•B

## World Wide Web

World Wide Web ,í□AfnfCfp□[fŠf“fN,đŽg—p,μ,ÄfCf“f^□[flfbfg“à,đ^Ú“ @,·,·,éVfXfef€,Å,·□BWeb fuf  
%ofEfU,đŽg—p,·,·,é,Æ□AWeb ,lfefLfXfg□A□}□AfTfEf“fh□A,“,æ,ŃfffWf^f<“ @%œ,ì□W,Ü,è,Æ,μ,Ä·\  
Ž!,³,ê,Û,·□B



**ActiveX fRf“fgf□□[f<**

fRf“fgf□□[f< fc□[f<f{fbfNfX,đŽg—p,μ,Ä□□□□,·,·,é□Af`fFfbfN f{fbfNfX□AfŠfXfg f{fbfNfX□A,Ü,½,İfRf}f“fh  
f{f^f“,È,Ç,İfRf“fgf□□[f<,Å□Af□□[fU□□[.ÉfİfvfVf#f“,đ’ñ<Ÿ,μ,½,è□A□^—□,đŽ ©“®  
%o»·,·,éf}fNf□,âfXfNfŠfVfg,đŽÁ□s,μ,½,è,μ,Ü,·□BftfH□[f€,âf\_CfAf□fO f{fbfNfX,È,Ç,İft□[fU□□[□Y’è,İfvf□fOf  
%of€,ÉActiveX  
fRf“fgf□□[f<đ’}“ü,·,·,é,Æ□A,»·,İfRf“fgf□□[f<,ÉŠÖ~A•t,\_,½f}fNf□,âfXfNfŠfVfg,đ□□□□,Å,«,Ü,·□BfRf“fgf□□[f<,  
đ□□<Æ%oÅ“\,É□ó’Ö,É,·,·,é,É,İ□AVisual Basic for Applications ,Åf}fNf□,đ□□□□,·,·,é,©□AScript Editor  
,ÅfXfNfŠfVfg,đ□□□□,μ,Ä□AfRf“fgf□□[f<,İ“®□,đ□Y’è,μ,Ü,·□B

## fAfhfCEfX'

-¼'O□A" dŽqf□□lf<

fAfhfCEfX□Aftf@fbfNfX" Ô□+□A"z•zfŠfXfg,È,Ç,ð•Ù'¶,Å,«,é fAfhfCEfX' ,ì□W□#,Å,·□BfAfhfCEfX' ,É,í□AfOf□□  
lfof< fAfhfCEfX^ê—□AOutlook fAfhfCEfX' □ACEÁ□|—pfAfhfCEfX,ª•Ù'¶,³,ê,Û,·□B

## GIF fAjff[Vfjf

~A'±,·,é GIF (Graphics Interchange Format)

fCf[W,đŠÜ,þtf@fCf·,ÅAfCf[W,đ'Z,čŠÔŠu,Å#”Ô,É·\Ž!,·,é,±,Æ,É,æ,èAfuf  
%ofEjU,É,æ,Á,Ä,ÍfAjff[Vfjf”,ì,æ,π,ÈEø%Ê,¼,ç,ê,Û,·B

## ANSI

American National Standards Institute, l'—a[]i,Å,·□B,±,l'c'ì,lfjrfWfjX,ÆŽY<Æ,ì•a-ì,É,;,-,éfA f[]fŠj,ì"ň  
%oc—~'c'ì,Å□A□x<Æ,â'Ê□M,ì<KŠi,ìŠj",đ-Ú"l,Æ,μ,Ä 1918 "N,É□Y—š,³,è,Ü,μ,½□BANSI ,í□□û•W□€  
%o»<@□\,lfA f[]fŠj'ã•\,Å□AFORTRAN□AC□ACOBOL ,đšÜ,þfvf[]fOf%of~f"fOCE¾CEè,É'í,μŠ©□□,đ□s,Á,Ä,ç  
,Û,·□B



**fI[fgfVfFfCfv**

'•ûCE` ,â%~CE` ,îŠî-{}CE` □A,³,Ü,´,Ü,ÈüŽí□AfrfIfNf^□Afu f□bfN-  
î^ó□Aftf□□[f`ff□[fg□A□` ,ÆfŠf{f“□A□□,«□o,μ,È,Ç,đŠÜ,P, ,ç,©,¶,ß—p^Ó,³,ê,Ä,ç,é□}CE` ,ì□W□#□B  
fI[fgfVfFfCfv,đ´}“ü, ,é,É,í□A[□}CE` •`%æ] fc□[f<fo□[ ,ì [fI[fgfVfFfCfv]  
,đfNfŠfbfN,μ,Ü,·□BfI[fgfVfFfCfv,É•¶Žš—ñ,đ'Ç%Á, ,é,É,í□A□}CE` ,đfNfŠfbfN,μ,Ä•¶Žš,đ“ü—  
í,μ,Ü,·□B•¶Žš,í□}CE` ,ì^ê•”,É,È,è,Ü,·□Büü□AfrfIfNf^□AftfŠ□[ftfH□[f€ ,É,í•¶Žš,đ'Ç%Á, ,é,±  
,Æ,í,Ä,« ,Ü,¹,ñ□B

**fuf%ofEjU**

HTML Ć`Ž®, ðftf@fCf<, ðf}[]fNfAfbfv, ð%øðŽB, µ[]AWeb fy[]fW, Æ, µ, ÄĆ`Ž®, ð[]®, !, Ä[]Aft[]fU[][, É•\ Ž!, , é\ftfgfEjFfA, Ä, ·[]Bfuf%ofEjU, É, æ, Á, Ä, Í[]A“dŽqf[]f<, ð’—[]M, âŽó[]M[]Afjf...[]fXfOf<[]fV, ð%ø{—[]AWeb fhfLf...f[]f“fg, É-, ,, B[]ž, Ü, è, ½fTfEj“fh ftf@fCf<, âfrfff! ftf@fCf<, ðÄ[]¶, ¶, Ä, «, é, à, ð, à, , è, Ü, ·[]B

**fLffffbfVf...**

□, '¬fAfNfZfX, ì, ½, B, É□Aftf@fCf<, È, Ç, ìŽg—p•p“x, ì□, , çff□[f^, ðfRfs□[ , μ□Aflftf%ofCf“ , ÅŽg—p, Å, «, é, æ, x  
, É, , é“ÁŽè, Èf□f, fŠ fTfufVfXfef€ , Å, ·□BfLffffbfVf... 't, ìftf@fCf<, É□s, Á, ½•ï□X, í□ACE³, ìftf@fCf<, É, í”½  
%of, ³, è, Ü, ¹, ñ□B

**—\`è•\ (Outlook fo□[)**

[—\`è•\] ftjHf<f\_ì“à—e,Ö,lfVf#□[fgfjfbfg,Å,·□B—\`è,³,é,Ä,ç,é%öï<c,â-ñ'©,ð,±,ìftjHf<f\_É•Û'¶,µ,Û,·□B

## **fXf^fCf< fV[]fg**

Web fy[]fW,Ü,½,Í Web fy[]fW,ì^è•”,Å[]AWeb fuf%ofEfU,É Web fy[]fW,Ü,½,Í Web fy[]fW,ì^è•”,³•\  
Ž,³,è,é•ù-@,đfRf“fgf[]f<,μ,Ü.·BOoffice ,Å,í[]AfXf^fCf< fV[]fg,ÍŠe Web fy[]fW,ìä•”,É•Û’¶,³,è[]A-  
„,ß[]ž,ÝfXf^fCf< fV[]fg,ÆÆÄ,î,ê,Ü,·[]B

**f`ffffbf9**

Microsoft NetMeeting ,ì<@"\,ì 1 ,Â,ÂAflf"f%ofCf"%oï<c,ìŽQ%oÁŽÒ,ªf[]fbfZ[]fW,ø"ü—í,µ,Ä'—  
[]M,·,é,½,ß,ì"Æ—š,µ,½fEfBf"fhfE,ªŠj,«,Ü,·[]B

fRf}f“fh,ÆŸ'è ([ftf@fCf<,ðŠ],, , ,æ,Ñ [ftf@fCf<-¼,ð•t, ,Ä•Û'¶] f\_fCfAf□fO f{fbfNfX)

ftf@fCf<,ð'€□,·,é,½,B,ÉŽg—p,Å,«,éfRf}f“fh,ì^è—,Å,·□B,½,Æ,†,î□Aftf@fCf<,lfvf□fpfefB,ì•\  
Ž,Ü,½,Í•Ò□W□AftfHf<f\_“à,ìftf@fCf<,ì•À,x'Ö,□Aflfbfgf□□[fN fhf%ofCfu,ìŠ,,,è“- ,Ä□AFTP  
fTfCfG,lfCf“f^□[flfbfg fTfCfG^è—,Ö,ì'Ç%oÁ,È,Ç,ª, ,è,Ü,·□B

~A—□□æ

-¼'O□A□Z□Š□A“d~b”Ô□†,È,Ç,ÌŠÖ~A□î•ñ,ðŠÛ,ß,½□A~A—□□æ,ìĈÊ□l,Û,½,ÍŠé<Æ,Å,·□B~A—  
□□æ,ÍfAƒCfef€,Å,·□B



**[CE»Ÿ,lfjf...[] f{fbfNfX**

[[]Ú[]×] fc[]f<fo[],Å[]A[]ì<Æ't,ìftfHf<f\_,É'í,μ,ÄŽg—p,Å,«,é•\Ž!CE`Ž®,ì^é—,đ•\Ž!,μ,Ü,·[]B

Ú× ([f@f<,š],) , ,æ,Ń [f@f<-¼,ð•t, ,Ä•Ú'¶] f\_fCfAffo f{fbfNfX,ì [•\Ž!} f{f^f")  
ftf@fCf< fTfCfY,aÅ¶I•Ú'¶"ú,È,ÇAftfHf<f\_ì^è—,É•Ž!,³,è,Ä,ç,éftf@fCf<,âftfHf<f\_,ÉŠÖ,·,é'Ç  
%Á¶î•ñ,ð•Ž!,µ,Ü,·B

**ffBfCfNfgfŠ fT[fO[f**

NetMeeting ,đŽÀ[s,μACE»Ýf[fOfIf“ ,μ,Ä,č,éft[fU[f,đ•Ž|,·,é,ì,ÉŽg—p,μ,Ü,·B

## fGf“fR[]fh

HTML Ć`Ž®,Ü,½,ÍfefLjXfgĆ`Ž®,ìfhfLf...f[]f“fg,ÉŠÜ,Ü,é,é•ŋŽš,đ•\,·,½,ß,ÉŽg,í,é,éfofCfg[]BASCII  
•ŋŽšfZfbfg^ÈŠO,ì•ŋŽš,đŽg—p,·,é[]ê[]#[]A,½,Æ,!,,ÍfMfšfVff•ŋŽš,đ•\Ž!,·,é[]ê[]#,ÍfMfšfVff•ŋŽš,đfTf|  
[]f|g,μ,Ä,č,éGf“fR[]fh,đŽg—p,·,é,È,Ç[]A[]³,μ,čfGf“fR[]fh,đŽg—p,·,é,±,Æ,²[]d—  
v,Ä,·[]BfGf“fR[]fh,³ftf@fCfç,ì•ŋŽš—ň,ì“à—e,Æ^é'v,μ,È,č,Æ[]Aftf@fCfç,³'â,«,·,È,è[]A^È'°O,ìfo[]fWf#f“,ì  
Web fuf%ofEfU,Ä•ŋŽš—ň,³[]³,μ,•\Ž!,³,é,È,č,±,Æ,², ,è,Ü,·[]BUTF-8 ,È,Ç,ìftfjffR[]fh  
fGf“fR[]fh,Ä,í[]A,·,×,Ä,ìĆ¾ĆÈè,ì, ,ç,ä,é•ŋŽš,đfTf|[]f|g,³,é,Ä,č,Ü,·,³[]A^È'°O,ìfo[]fWf#f“,ì Web fuf  
%ofEfU,Ä[]³,μ,•\Ž!,³,é,È,č[]ê[]#,², ,è,Ü,·[]B

Ž®

1 ,Â,î'!,ð•]‰‰,·,éAŠw“l,Ü,½,í~\_—“l‰‰ŽŽžqA'è“AfŠfef‰f'!AŠÖ“AftfB[f<fh-  
¼AfRf“fgf[f<A,“,æ,ŃfvfƒpfefB,ì'g,Ý‡,í,¹,Å,·B

## ftf@fCf< fT[]fo[]

f[]fj< fGfSfA flfbfgf[]fN[]ä,iftf@fCf<•Ü'¶—  
p,ifffofCfX,Å[]Aflfbfgf[]fN[]ä,ift[]fU[],²fAfNfZfX,Å,«,Ü,·[]Bftf@fCf<  
fT[]fo[],Å,iftf@fCf<,²•Ü'¶,³,é,é,¼,~,Å,È,[]Aflfbfgf[]fN fT[]fU[],²ftf@fCf<,ðfŠfNfGfXfg,μ[]A•ï[]X,ð[]s,κ  
,ì,É[],Å,Å[]Aftf@fCf<,iŠÇ—[],â[]#[]~,i•Å,x'Ö,!,à[]s,i,é,Ü,·[]B“~žž,É”-  
[]¶,·,éftf@fCf<,àšÜ,β,Ä[]A•;[]”,ifŠfNfGfXfg,ð[]^—[],·,é,½,β,É[]Aftf@fCf< fT[]fo[],É,ì•Ü'¶—p,iffBfXfN fhf  
%ofCfu,É%oÅ,ifvf[]fZfbfT,ÆfRf“fgf[]f<—p\ftfgefFfA,²šÜ,Ü,é,Ä,ç,Ü,·[]Bf[]fj< fGfSfA  
flfbfgf[]fN,Å,í[]A,μ,î,μ,iftf@fCf< fT[]fo[],í'â—e—È,ifn[]fh fffBfXfN,ðž[],ÅfRf“fsf...[]f^,Å[]A<κ—  
Lftf@fCf<,ðšÇ—[],·,éf^fXfN[]ê—p,É,È,Å,Ä,ç,Ü,·[]B

**Ā'è,³,ê,½ftf@fCf<,lĕŠ**

ftf@fCf<,lŠ@'S,ĒfAfhfĒfXĀA,·,È,í,¿Ā'ĪfAfhfĒfX,Ā,·BĀì<Ē't,ì•ġĀ',©,ç'Š'Ī'Ī,È^Ē'u,ðŽw'è,Ā,«,Ē,ĸ World  
Wide Web ,ĪfnfCfpĀ[fŠf"fN,ì,æ,ᄁ,ĒfŠf"fN,à•ĪX,³,è,éftf@fCf<,Ī^Ē'u,ðŽ!,·ĕĕĕ,ÉŽg—  
p,μ,Û,·BĀĀ'è,³,ê,½ftf@fCf<,lĕŠ,É,ĪĀĀì<Ē't,ì•ġĀ',Û,½,ĪfnfCfpĀ[fŠf"fN,ĪŠ'Ī'Ī,È^Ē'u,àŠÛ,Û,ê,Û,  
·B

ŽŸ,ÉĀĀ'è,³,ê,½ftf@fCf<,lŠ'Ī'Ī"ĕĕŠ,Ī—á,ðŽ!,μ,Û,·B

www.microsoft.com/location/sublocation/filename.htm

ftf@fCf<,Ī^Ē'u,ð'Š'Ī'Ī,ÉŽw'è,·,é,ĒŽŸ,ì,æ,ᄁ,É,È,è,Û,·B

location/sublocation/filename.htm

**ftfš[] fc[]f<fo[]**

fAfvfšfP[]fVf#f" fEfBf"fhfE,ì'[,ÉÇÁ'è,³,e,È,çfc[]f<fo[][,Á,·Bftfš[] fc[]f<fo[][,ìÇ` ,ð•ï[]X,·,é,±  
,Æ,ª,Á,«,Ü,·[]B



•Ò□W,·,é•ŕŽš—ñ,ì•ûĈü

Outlook ,l̂efL̂fXfg f{fbjNfX,âfGffBfbfg fRf“fgf□□[f<,l̂efL̂fXfg,ì•ûĈü,ð'è<` ,μ,Û,·□B□ŕ,©,ç%°E□A,Û,½,Í  
%°E,©,ç□ŕ,ð'ì'ð,·,é,©□ACEŸ□o,³,è,½□Ā□%°,ìĈE¾ĈEè“Á—L,ì•ŕŽš,ÉŠî,Ã,ç,Ä•ûĈü,ðĈE^'è,·,é,±  
,Æ,ª,Ā,«,Û,·□B

## fnfCfp[fŠf“fN

%°ü,ª^ø,©,ê,½F•t,«,ìfefLfxfg,Û,½,ÍOf

%oftfBfbfNfX,Å,·BfnfCfp[fŠf“fN,ðfNfŠfbfN,·,é,ÆAftf@fCf<Aftf@fCf<“à,ì^Ê'uAWorld Wide Web ä,ì

HTML fy[fW[A,Û,½,ÍCf“fgf%oflfbfgä,ì HTML fy[fW,É^Ú“®,Å,«,Û,·BfnfCfp[fŠf“fN,đŽg—

p,μ,ÄAfjf...[fXfOf<[fv,âAGopherATelnetAFTP ,È,Ç,ìfTfCfg,É^Ú“®,·,é,±,Æ,à,Å,«,Û,·B

## HTML (Hypertext Markup Language)

Hypertext Markup Language (HTML) is the standard language for creating web pages. It is used to structure and format content on the World Wide Web. HTML uses a series of tags to define the layout and appearance of text, images, and other elements on a web page.

## HTTP (Hypertext Transfer Protocol)

World Wide Web, É,æ,Á,Ä,î,ñ,ð,z,M,.,éfCf“f^[]f]fbfg fv]fgfRf<,Å,·B

Web fT[]fo[][]ä,]ftf@fCf<,) URL,ÍA[]æ“a,É http://,a•t,«,Ü,·B

## fCf“fgf%o flbfq

fCf“f^[]flbfq<Z[]p (HTTP ,Ü,½,í FTP fvf[]fgfRf<,È,Ç) ,đ“K—p,μ,½’g[]D“à,lfbfqf[]fN,Å,·[]BfCf“fgf  
%o flbfq,đŽg—p,·,é,Æ[]AfnfCfp[]fŠf“fN,đŽg—p,μ,Ä,č,élfufWfFfNfg[]AfhfLf...  
f[]“fg[]Afy[]fW,È,Ç,É^Ú“®,Ä,«,Ü,·[]B

—š—đ (Outlook fo□[,ì [Ž©•²,ìfVf†□[fgf]fbfg] fOf<□[fv)

—š—đftfHf<f\_,"à—e,Ö,ìfVf†□[fgf]fbfg,Å,·□B,±,ìftfHf<f\_É,í□A—š—đ□€-Ú,đ•Ù'¶,μ,Ü,·□B

## fŠf“fN flfufWfFfNfg

1 ,Â, ðftf@fCf< (f\[]fX ftf@fCf<) ,Æ,µ,Ä'¶[]Ý,µ[]A'¼, ðftf@fCf< (fffXfefBf[]fVf#f“ ftf@fCf<)  
,É' }“ü,<sup>3</sup>,è,<sup>½</sup>¶î•ñ (flfufWfFfNfg) ,Å,·[]B2 ,Â, ðftf@fCf<ŠÔ,É,Í[]Ú'±[]î•ñ,<sup>a</sup>ÛŽ[],<sup>3</sup>,è,Ä,¢  
,Û,·[]BfffXfefBf[]fVf#f“ ftf@fCf<,ì't, ðfŠf“fN flfufWfFfNfg,Í[]A\[]fX  
ftf@fCf<,<sup>a</sup>[]X[]V,<sup>3</sup>,è,<sup>½</sup>,Æ,«,ÉŽ©“@“l,É[]X[]V,<sup>3</sup>,è,Û,·[]BfŠf“fN flfufWfFfNfg,Í[]AffXfefBf[]fVf#f“  
ftf@fCf<,ì^è•”,É,í,È,è,Û,<sup>1</sup>,ñ[]B

•<sup>a</sup>—<sup>p</sup>□€-Úf}fXf^□[

•<sup>a</sup>—<sup>p</sup>□€-Ú,ì^è—,Å,·□B•<sup>a</sup>—<sup>p</sup>□€-Ú,ðŽg,x,Æ□AfAfCfef€É•<sup>a</sup>—<sup>p</sup>□€-Ú,ðŠ,,è“-,Ä,½,è□A•<sup>a</sup>—<sup>p</sup>□€-Ú,ðŠ,,è“-,Ä,ç,è,Ä,ç,éAfCfef€,ðŒÿ□ö,μ,½,è,Å,«,Ü,·□B,±,ì^è—,É,Í□A"%öiŽĐŠÖŒW"□A"ŒÂ□—p"□A"Ê~b<L~^" ,É,Ç□A^ê"Ê"l,È•<sup>a</sup>—<sup>p</sup>□€-Ú,ðŠÜ,Ü,è,Ä,ç,Ü,·□B,±,ì^è—,É□A•<sup>a</sup>—<sup>p</sup>□€-Ú,ð'Ç%öÅ,·,é,±,Æ,à□A□í□œ,·,é,±,Æ,à,Å,«,Ü,·□B



## Microsoft Office Server Extensions

"sA<α" ~i<AE AfhLf...f"fgŠÇ—,ì<@"\,É,æ,è Web fT[f]o[ì<@"\,đŠg'£,μAOOffice 2000AWindows  
fGfNfXfvf[f%o Afuf%ofEfU,ì<@"\,đCEüã,·éf\ftfgfEfFfA,Å,·BfT[f]o[ì<@"\,đŽg—  
p,·,é,É,í AfVfXfef€ŠÇ—ŽÒ,ª Web fT[f]o[ì<@"\,É Microsoft Office Server Extensions ,đfZfbfgfAfbfv,·,é•K  
—v,ª, ,è,Û,·B

## Microsoft Network

MSN, Â, Ü, è Microsoft Network flf“f%ofCf“ fT[]lfrfX, íA[]čŠE’t, ìRf“fsf...[]f^ ft[]fU[], ÉŠÈ’P, ÅŽè,²,ë,È  
%º¿Ši, ìfAfNfZfX, ð’ñ<ÿ, , é[]AfCf“f^[]lfbfg[]Ú’±fT[]lfrfX, Å, ·[]BMSN , Ö, ìfAfNfZfX, í Windows , ì“Á’¥  
, É, È, Á, Ä, ç, Ü, ·[]BMSN , í[]AfIfyf[]efBf“fO fVfXfef€, ÆÆp, ¬-Ú, È, “[]±,³, è, Ä, ç, Ü, ·[]BMSN , ðŽg—  
p, ·, é, Æ[]A[]čŠE’t, ì[]i, Æ, ìfbfZ[]fWÆðŠ·[]A[]Å[]V, ìjff...[]fX[]AfXfj  
[]fc[]A<C[]Ú[]A, , æ, Ñ[]o[]i[]ñ, ì“üŽè[]A<Z[]p“i, ÈŽ¿-â, Ö, ì%ð“š, ì“[]A’½[]”, ìfvf[]fOf%of€  
, ìRf[]fNfVf#“, ©, ç, ìf\_fEf“f[]fh[]AfCf“f^[]lfbfg, Ö, ì[]Ú’±, È, Ç, º%Å“\, Å, ·[]B


## MIME (Multipurpose Internet Mail Extensions)

fCf“f^□[f]fbfg□Ú’±,ð’Ê,¶,Äf}f<f` f□fffBfA fŠf□[fX,ð“`’B,·,é•W□€,ì^ê—  
□Bfwfbf\_□[,É,í□AflfuFwfFfNfg,ÉŠÜ,Ü,è,é,à,ì (,½,Æ,!,î□A•¶Žš—ñ□Afof  
%oftfBfbfNfX□AftfEf“fh□A,Ú,½,írfffl) ,žw’è,³,è,Ü,·□BMIME  
,ìf^fCfv,É,æ,Ä,Ä□Aftf@fCf<,ÉŠÜ,Ü,è,éff□[f^,ìŽí—p,ÉŠÖ~A,·,éfAfvfŠfP□[fvf†f“,ð’m,é,±,Æ,ª,Ä,«,Ü,·□B

f}fC fRf“fsf...[f^ (Outlook fo [ , ì [ftf@fCf< ftfHf<f\_] ,Ü,½,Í [ ,» ,ì¼, ìVf# [fgfjfbfg])

[f}fC fRf“fsf...[f^] ftfHf<f\_ ,ì“à—e,Ö, ìVf# [fgfjfbfg, Å, ·B

**fifrfQ[fVf#f" fyfCf"**

[fwf<fv] fEfBf"fhfE"à,lfGfŠfA,ÅA[-ÚŽŸ]A[Ž¿-â]A[fL[f[f[fh] ,lf^fu,a, ,è,Ü,·BfifrfQ[fVf#f"  
fyfCf",a•\Ž!,³,è,Ä,ç,È,çéè#f,ÍA[fwf<fv] fc[f<fo[.ì  (•\Ž!) ,ðfNfŠfbfN,μ,Ä,,¾,³,çB

**f!ftf%oofCf“**

fRf“fsf...[]f^,af!fbfgf[][]fN,É[]Ú'±,³,ê,Ä,ç,È,ç[]ó'Ô,ðŽw,μ,Û,·[]B

## Microsoft Windows 2000

Microsoft Windows 2000 (CPU) ŽžŠÔ AffffBfXfN fXfy [fX AŽü•Ó<@Ší,È,Ç,lfh [fhfEfffA fŠf [fX,Ìš,,è“-  
.Ä,ÆŽg—p,đRf“fgf [f<,·,é\ftfgfEfFfA,Ä,·BfIfyfCE [fefBf“fo fVfXfef€,ÍAf [fhfvj [ZfbfVf“fo fvf [fOf  
%of€,àfXfvfCEfbfhfV [fg fvf [fOf%of€,È,Ç,lfvf [fOf%of€,đ [z,·,éŠî'b,Æ,È,è,Û,·BfIfyfCE [fefBf“fo  
fVfXfef€,É,ÍAMicrosoft MS-DOSAMacintosh OS AOS/2AMicrosoft WindowsAMicrosoft Windows  
2000AUNIX ,È,Ç,<sup>a</sup>, ,è,Û,·B

## Āī—p”z•zfŠfXfg

Outlook fAfhfĀfX' ,â [~A—ā] ftfHf<f\_ ,ÉĀ•i” ,ì“dŽqf[f< fAfhfĀfX,đ 1 ,Ā,ì“dŽqf[f< fAfhfĀfX,Ā,μ,Ā,Û,Ā,β,½,à,ì,Ā,·BĀī—p,ì”z•zfŠfXfg,Éf[]bfZ[]fW,đ'— []M,·,é,Ā[]Af[]bfZ[]fW,ífŠfXfg”à,ì,·,x,Ā,ì“dŽqf[f< fAfhfĀfX,É'—[]M,³,è,Û,·BŠÇ—[]ŽÒ,ífOf[][]fof< fAfhfĀfX^è—,ì”z•zfŠfXfg,đ[]Aft[]fU[][,íĀī—p,ì”z•zfŠfXfg,đ[]i—,·,æ,ŃŠÇ—[],μ,Û,·BĀī—p”z•zfŠfXfg,íĀ“Á,ÉŽw'è,μ,È,çĀĀ,è [~A—ā] ftfHf<f\_ ,É•Û'¶,³,è,Û,·B



## PNG (Portable Network Graphics)

^ê•",ì World Wide Web fuf%ofEfU,ÅfTf|□[fg,³,ê,Ä,ç,é□AfOf%oftfBfbfNfX ftf@fCf<,ìCE`Ž@,Å,·□BPNG  
,ÍfCf□□[fW,ð^³□k,μ,Ä•Û'¶,·,é,½,ß,ÉŠJ",³,ê,½,à,ì,Å□APNG ,Å,ÍfCf□□[fW,ì%oÅ•ï"š-¾"x (fAf<ftf@ f`fff"flf<)  
,â□A^Û,È,éFRf"fsf...□[f^,É,"-,éfcf□□[fW,ì-¾,é,³,ÍfRf"fgf□□[f< (fKf"f}•â□³) ,âfTf|□[fg,³,ê,Ä,ç,Û,·□B,±  
,Íftf@fCf<CE`Ž@,Í□A□s"ª•¶Žš,âfŠf{f",È,Ç,ì□-,³,Éfcf□□[fW,©,ç□AZÉ□^,È,Ç,ì□,•iŽ¿,ÍfCf□□[fW,Û,Å□A•□□  
L,Žg—p,³,ê,Ä,ç,Û,·□BPNG ftf@fCf<,Í^³□k,³,ê,½fjrfbfgf}fbfv,Å,·□B

**fvfCEfrf...[] (lftf@fCf<,đŠ).] f\_fCfAf[]fo f{fbfNfX,Æ [ftf@fCf<-¼,đ•t,¯,Ä•Ú'¶] f\_fCfAf[]fo  
f{fbfNfX,ì [•\Z;] f{f^f“)**

'l'đ,μ,½ftf@fCf<,ì“à—e,ªAftf@fCf<,đŠ),©,,É•\Z!,³,ê,Û,·B[fvfCEfrf...[]]  
,đNfŠfbfN,μ,½,Æ,«,ÉfvfCEfrf...[],ªŽg—p,Å,«,È,č,Æ,č,xf[]fbfZ[]fW,ª•\Z!,³,ê,éêê±,íA[ftf@fCf<] f[]ff...  
[],ì [fvf[]pfefB] ,đNfŠfbfN,μA[ftf@fCf<,ìŠT—v] f^fu,Å—Ú“l,ìftf@fCf<,ì [fvfCEfrf...[],.],đ•Ú'¶,·,é]  
f`fFfbfN f{fbfNfX,đfif“,É,μ,Û,·B

**f\_vf\_pfefB ([ftf@fCf<,đŠ].] f\_fCfAf\_fO f{fbfNfX,Æ [ftf@fCf<-¼,đ•t,~,Ä•Ů'¶] f\_fCfAf\_fO**  
**f{fbfNfX,ì [•\Z;] f{f^f“)**

f^fCfgf<,â[]-ŽÒ,È,ÇA'!đ,μ,½ftf@fCf<,]fvf\_pfefB,ª•\Ž!,³,ê,Ü,·B

**fŠfAf< f^fCf€**

fCxf"fg,"q"qμ,Ä,ç,éŽÀ□Ú,iŽžŠÔ,Å,·□BNetMeeting ,Å,í□AffXfNfgfbfv,©,çfŠfAf< f^fCf€,Åftf@fCf<,đ<κ  
—L,μ□A•í□X,"s,í,ê,Ä,ç,é—lŽq,đ•\Ž!,·,é,±,Æ,"Ä,«,Ü,·□B

**fCefvfŠfP[fVfjf“**

“~Šú<@“\,ÅŽg—p,<sup>3</sup>,é,éAWeb fT[fO[f, ©,çŽ©•<sup>a</sup>,lfn[fh  
fffBfXfN,É'í'đ,μ,½ftf@fCf<,đfRfs[l,·,évf[fZfX,Å,·BfCefvfŠfP[fVfjf“ fvf[fZfX,Å,íAfOf  
%oftfBfbfNfXAfTfEf“fhA,“,æ,ŃfnfCfp[fŠf“fN,ÅfŠf“fN,<sup>3</sup>,é,½¼,ì Web fy[fW,È,ÇAfTf[fG  
ftfHf<f\_“à,ì,·,×,Ä,ìftf@fCf<,àfRfs[l,<sup>3</sup>,é,Ü,·B,±,ìfvf[fZfX,É,æ,èAWeb fT[fO[f,ÉÚ'±,μ,Ä,ç,È,-  
,Ä,àftf@fCf<,đ•\Žì,μ,Ä•íX,·,é,±,Æ,<sup>a</sup>,Å,«,Ü,·B

^Ú“®ft□[fU□[ fv□ftf@fCf<

“Á’è,ìft□[fU□[,É,æ,é□

%ŠúÝ’è,âf|fvfVf#“,ì•ìX□Aft□[fU□[□Ý’è,ìŽ«□’□Afef“fvf□□[fg□Afi□[fgfRf□□fNfg,âfi□[fgftfH□[f}fbfg,ì^è

—,É,Ç,ìft□[fU□[□Ý’èftf@fCf<,ð’è<’,.é^è~A,ì□Ý’è,Â,·□B^Ú“®ft□[fU□[ fv□ftf@fCf<,í□Aflfbfgf□□[fN fhf

%ofCfu,É•Ú’¶,³,è,Û,·□B^Ú“®ft□[fU□[ fv□ftf@fCf<,ðŽg—p,Â,«,éft□[fU□[,í□A,»,ìfv□ftf@fCf<,ª—

LCEø,È”C^Ó,ìfRf“fsf...

□[f^,Éf□fOflf“,μ,Ä□Afv□ftf@fCf<,ÉfAfnfZfX,Â,«,Û,·□B,½,¾,μ□Afv□ftf@fCf<,í□i□-,ÉŽg—p,³,è,½fvf

%fbfgftfH□[f€,Â,ì,Ý—LCEø,È,±,Æ,É’□^Ó,μ,Ä,,¾,¾,ç□B,½,Æ,ì,î□AMicrosoft Windows NT Workstation

4.0 ,ìfv□ftf@fCf<,ð Windows 95 ,ðŽÀ□s,μ,Ä,ç,éRf“fsf...□[f^,ÂŽg—p,·,é,±,Æ,í,Â,«,Û,¹,ñ□B

## SSL (Secure Sockets Layer)

fNfCEfWfbfg f[]fh,ì"Ô□†,È,Ç□A□d—v,È□î•ñ,ì-TŽó,đ'jŽ~,·,é•ÛCEì'Ê□Mf`fffjf<,đŠJ",·,é,½,ß,É□ANetscape Communications ,É,æ,Á,ÄŠJ",³,ê□AŽd—l,ªCEöŠJ,³,è,Ä,ç,é<KŠi,Å,·□BSSL ,lŽã,È-Ú"l,í□AWorld Wide Web □ã,Å,l^À'S,È"dŽqŽæ^ø,đ'ñ<ÿ,·,é,±,Æ,É, ,è,Û,·,ª□A,Û,©,lfCf"f^□[f]fbfg fT□[f]rfX,Å,à—~—p,Å,«,é,æ,ª ,É□,ç,é,Ä,ç,Û,·□BCEöŠJCE@^Ä□†•ûŽ® ,đŽg—p,µ,½,±,ì<Z□p,í□ANetscape Navigator ,Æ Netscape commerce servers ,ÉŽæ,è"ü,è,ç,é,Ä,ç,Û,·□B

**fZfLf...fŠfefB ftj@fCf<**

ŽóMŽÒ`ÈŠO,ìft□[fU□[.²f□fbfZ□[fW,đŠJ,˘,È,ç,æ,ʌ,É,μ,½,è□Af□fbfZ□[fW,ÉfffWf^f<□□-¼,đ'Ç  
%oÁ,.,é,½,ß,ìfffWf^f< fR□[fh,đŠÜ,bftj@fCf<,Á,·□B,±,ìftj@fCf<,Í□A3.5 fCf`f` ,ìfffBfXfN,©fRf`fsf...  
□[f^,ìfn□[fh fffBfXfN,É•Ù'¶,Á,«,Ü,·□B



## fT[fōl

f[fj]f< fGfŠfA flfbfgf[fN]ã,É, ,é[Aflfbfgf[fN'S'ì,Ü,½,í^ê•",Ö,lfAfNfzfX,ÆfŠf[fX (fffBfXfN fhf %ofCfu,âfvfŠf"f^,È,Ç) ,ðfRf"f[gf[f< ,.éŠÇ—[ftfgfEfffA,ðŽÀ[s, ,éfRf"fsf...

[f^,Ä,·[BfT[fōl[ ,Æ,μ,Ä<@"\,μ,Ä,ç,éfRf"fsf...

[f^,É,æ,è[Aflfbfgf[fN]ã,lf[fNfXfe[fVf#f" ,Æ,μ,Ä<@"\,μ,Ä,ç,éfRf"fsf...[f^,ÄfŠf[fX,ªŽg— p,Ä,«,é,æ,α,É,È,è,Ü,·[B

## **fVf#[]fgjfbfg**

•É,ìèŠ,É•Ù'¶,³,è,Ä,ç,évf[]Of%of€,âftf@fCf<,ÉfŠf“fN,³,è,½fAfCfRf“,Å,·Bfvf[]Of%of€  
,ð<N“@[]A,Ü,½,íftf@fCf<,ðŠJ,-  
,É,í[]AfAfCfRf“,ðf\_fuf<fNfŠfbfN,μ,Ü,·BfVf#[]fgjfbfg,í[]AffXfNfgfbfv,â,»,)¼,)•Ö—~,ÈèŠ,É'u,,±  
,Æ,³,Å,«,Ü,·BfVf#[]fgjfbfg,í Windows 95 ^È~,)fo[]fWf#“[]AWindows NT Workstation 4.0[]A,Ü,½,í  
Windows 2000 ,ðŽg—p,μ,Ä,ç,éè#É,¾, ~Žg—p,Å,«,Ü,·B

## f\lfX ftf@fCf<

fŠf“fN flfufWfFfNfg,Ü,½,í-,,,ßž,ÝflfufWfFfNfg,ð\ï¬,·,é,½,ß,ÉŽg—p,μ,½ïî•ň,ŠÜ,Ü,è,Ä,ç  
.étf@fCf<,Å,·BflfufWfFfNfg,íAfffXfefBfl\fvf#f” ftf@fCf<,É‘¶Y,μ,Ü,·BfŠf“fN flfufWfFfNfg,lf\lfX  
ftf@fCf<,ìî•ň,ðXV,·,é,ÆAfffXfefBfl\fvf#f” ftf@fCf<,lfŠf“fN flfufWfFfNfg,àXV,<sup>3</sup>,è,Ü,·B

“Šú%»»

Web fT[]fo[], ©, ç•Ê, ìfRf“fsf...

[]f^, ÉfÆfvfŠfP[]fg, ³, è, ½ftf@fCf<, ð” äŠr, ·, éfvf[]ZfX.Å, ·[]Bftf@fCf<, ð[]Å[]V, ì[]ó‘Ô, É•Û, Â, ½, ß, É[]s, í, è, Û, ·[]  
B

**ŽdŽ- (Outlook fo[])**

[ŽdŽ-] ftfHf<f\_,"à—e,Ö,lfVf#[]fgyfjfbfg,Å,·B,±,lfHf<f\_,ÉŽ©•ª,ìŽdŽ-,ð•Ù'¶,μ,Û,·B

**fXfCEfbfh•\Ž!,lfffBfXfjfbfVf#f“**


fjf...[]fXfOf<[]fv,È,Ç,lfif“f%ofCf“ ftfH[]f%of€  
,É,“,~,é^è~A,l[]fbfZ[]fW,Å[]A“ú•t,âfAf<ftf@fxfbfg[]#,É•À,x,ç,è,é,ì,Å,í,È,-  
[]ACE³,l[]fbfZ[]fW,É[]fbfZ[]fW,Ö,ì•Ô[]M,³¼[]ÚlfXfg,³,è,Ä,ç,Ü,-[]B

## TWAIN

fXfLffffiAffffWf^f< fff%oA~%æ'œfrfffl fLffffv`ff f{[fh,È,Ç,ÅLffffv`ff,³,è,½" dŽq  
%æ'œ,ìŽæ,èž,Ý,ÉŽg—p,³,è,éAfNfXfvf%fbfgftfH[f€,lfCf^f^fFfCfX,Å,·BTWAIN ftfj  
[fg,³g,Ýž,Ü,è,Ä,ç,è,íAfXfLffffi,àffffWf^f< fff%o, ©,ç Office  
fAfvfŠfP[fVf#f",É'¼ÚfCf[fW,ðfXfLffff",Å,«,Ü,·BOffice 2000 ,Å,í TWAIN 1.7 ,³Tfj|[fg,³,è,Ä,ç,Ü,·B

## fc[]f<fo[]

fc[]f<fo[], ð•\Ž!, ., é, É, í[]A[•\Ž!] f[]fj...[]l, ð f[]fCf“fg, μ[]A-Ú“l, ð f[]f<fo[], ð fNfŠfbfN, μ, Ü, ·[]B-Ú“l, ð f[]f<fo[], ð fTfuf[]fj...[]l, É•\Ž!, ³, è, È, ç[]è[]#, í[]A[f+[]fU[][]Y’è] , ð fNfŠfbfN, μ[]A[f<fo[]] f^fu, Å-Ú“l, ð f[]f<fo[], ð f`fFfbfN f{fbfNfX, ð f[]f“ , É, μ, Ü, ·[]B

•\Ž!, ³, è, ½fc[]f<fo[], É•K—v, Èf{f^f“ , ð•\Ž!, ³, è, È, ç[]è[]#, í[]Afc[]f<fo[], ð  (, »), ð ¼, ð f{f^f“)  
, ð fNfŠfbfN, μ, Ü, ·[]Bf[]fVf[]f“ , É, Å, ç, Ä, ð fwf<fv, í[]A**Shift** fL[]l, ð **F1** fL[]l, ð fNfŠfbfN, μ[]Afwf<fv, ð•K—v, Èf[]fVf[]f“ , ð fNfŠfbfN, μ, Ä, , ¾, ³, ç[]B



**fgfsbfN fyfCf“**

[fwf<fv] fEfBf“fhfE“à,lfwf<fv fgfsbfN,ª•\Ž|,³,é,éfGfŠfA,Å,·□B

## URL (Uniform Resource Locator)

URL (Uniform Resource Locator) is a standard for identifying the location of a resource on the World Wide Web. It is a string of characters that specifies the protocol, the host, and the path to the resource. Examples of URLs include:

<http://www.someones.homepage/default.htm>

<ftp://ftp.server.somewhere/ftp.file>

<news:alt.hypertext>

<gopher://gopher.someones.homepage/default.htm>

<file:///\server\share>

<file:///c:\>

## UNC (Universal Naming Convention)

fRf“fsf...[]f^,É^È‘¶,1,,Éftf@fCf<,ì•Ù‘¶[]ê[]Š,đŽ~•Ê,·,é,½,ß,ì-½-¼<K’¥,Å,·[]Bfhf  
%ofCfu,ì•¶Žš,ÆfjpfX,đŽw’è,·,é’ä,í,è,É[]A,Ù,Æ,ñ,Ç,ì[]ê[]¶fjfbfgf[][]fN[]ă,ÅfAfNfZfX,Å,«,é<κ—  
LftjHf<f\_Æftf@fCf<,ì-¼’O,ªŽQ[]Æ,ÉŽg—p,³,ê,Ü,·[]B,½,Æ,!,ì[]AMyWorkstation ,Æ,ç,¶fRf“fsf...[]f^,ì  
Samples ,Æ,ç,¶ffBfçEfNfgfŠ,É, ,é filename.doc ,Æ,ç,¶ftf@fCf<,ÉfAfNfZfX,·,é,É,ì[]A\\MyWorkstation\  
Samples\filename.doc ,Æ,ç,¶ UNC -¼,đŽg—p,μ,Ü,·[]B

UNC -½-¼<K’¥,Å,ì[]AŽQ[]Æ,·,éff[]f^,ª“Á’è,ì Web fT[]fo[][,É•Ù‘¶,³,ê,Ä,ç,é•K—v,ª,È,ç,½,ß[]AWeb  
fx[]fX,ìfvf[]fof%of€,É“Á,É•Ö—~,Å,·[]B

**ft[]fU[] fv[]ftf@fCf<**

“Á’è,ìft[]fU[],É,æ,é[]  
%ŠúÝ’è,âflfvfVf#f“,ì•ï[]X[]A,“,æ,Ñft[]fU[][]Ý’è,ìŽ«[]’,âfef“fvf[][]f[]g[]Af[][]f[]g[]Rf[][]f[]g[]Af[][]f[]g[]ftfH[][]f}f  
bfg,È,Ç,ìft[]fU[],É“Á—L,ìftf@fCf<,ð’è<` , ,é^ê~A,ì[]Ý’è,Á,·[]B,½,Æ,ì,ì[]AfCf“fXfg[]f<,³,è,Á,ç,évf[]fOf  
%of[]AfffXfNfgfbfv fAfCfRf“[]A[]F,ìflfvfVf#f“,È,Ç[]Aft[]fU[],É,æ,Á,Ä•ì[]X,³,è,½[]Ý’è,âflfvfVf#f“,³ft[]fU[]  
fv[]ftf@fCf<,É•Û’[]³,è,Û,·[]Bf[]fOfif“,·,é,½,Ñ,É[]Aft[]fU[] fv[]ftf@fCf<,ÉŠÛ,Û,è,é[]i•ñ,É,æ,Á,ÄfRf“fsf...  
[]f^,³[]Ý’è,³,è,Û,·[]B

**fxNfgf< fOf%oftfBfbfNfX**

Šô%½Šw“l,È□”Ž® ,đŽg—p,μ,Ä□ACE» ,³,ê,½□AfOf%oftfBfbfNfX flfufWfFfNfg (□ü□A  
%~CEÊ□AZĪŠpCE` ,È,Ç) ,Å,·□BfxNfgf< fOf%oftfBfbfNfX,í□A`ê~A,lfsfNfZf<,É,æ,Á,Ä•\  
CE» ,³,ê,érfbfgf}fbfv fOf%oftfBfbfNfX (,Û,½,Íf%ofXf^ fOf%oftfBfbfNfX) ,Æ,í^Û,È,è□AZ©—  
R,É‘€□,Ä,« ,é“Æ—š,μ,½fOf%oftfBfbfNfX  
flfufWfFfNfg,Å,·□B,½,Æ,!,í□AfTfCfY,ì•Ī□X□A^ø,«□L,Î,μ□A□d,Ë□‡,í,¹,È,Ç,ª%Å“\,Å,·□B,Û,½□AfxNfgf< fOf  
%oftfBfbfNfX,Írfbfgf}fbfv fOf%oftfBfbfNfX,É”ä, x,ÄŽg—p,·,é□f,fš,ª□,È,,Ä□Ī,Ý,Û,·□B

## VML (Vector Markup Language)

Vector Markup Language (VML) is a markup language used for creating vector graphics on the World Wide Web. It is a subset of HTML and is used to describe the appearance of objects in a 2D space. VML is supported by Internet Explorer 4.0 and later versions. It is used to create shapes, text, and other graphical elements. VML is a vector-based language, meaning that the objects it creates are resolution-independent and can be scaled without losing quality. VML is used to create complex graphics that would be difficult to create using other markup languages like HTML or CSS. VML is a powerful tool for creating high-quality vector graphics for the web.

## Web ftfHf<f\_

Web fT[]fo[],Ö,lfVf#[]fgf]fbfg,Å,·Bftf@fCf<,ð Web ftfHf<f\_,É·Ù'¶,·,é,ÆA,»,ìftf@fCf<,Íf[]fj]f< fRf"fsf...  
[]f^,]fn[]fh fffBfXfN,Å,Í,È,[]A Web fT[]fo[],É·Ù'¶,³,è,Ü,·BWeb ftfHf<f\_,Í[]AWindows fGfNfXfvf[]f%o,ì  
Web ftfHf<f\_,]f<[]fg fffBfCefNfgfŠ,É, ,é Web ftfHf<f\_,ì'Ç%oÁfEfBfU[]fh,ðŽg—  
p,μ,Ä[]i[]-,μ,Ü,·B,Ü,½[]AOffice fAfvfŠfP[]fVf#f",ì [ftf@fCf<,ðŠ],] f\_CfAf[]fO f{fbfNfX,Ü,½,Í [ftf@fCf<-  
¼,ð·t,~,Ä·Ù'¶] f\_CfAf[]fO f{fbfNfX,Å,à[]i[]-,Å,«,Ü,·Bftf@fCf<,ð·Ù'¶,·,é Web fT[]fo[],É,Í[]AMicrosoft  
FrontPage Server Extension ,³fCf"fXfg[]f<,³,è,Ä,ç,é,±,Æ,ª·K—v,Å,·B

**fvjE[]fX fo[]**

[ftf@fCf<,đš],.] f\_fCfAf[]fO f{fbfNfX[]A[ftf@fCf<-¼,đ•t,¯,Ä•Û'¶] f\_fCfAf[]fO f{fbfNfX[]A[{}},ì' }“ü]  
f\_fCfAf[]fO f{fbfNfX,È,Ç[]A“Á'è,ìf\_fCfAf[]fO f{fbfNfX,ì[]¶'α,É, ,éfo[],,Å[]A[—š—ð][]A[My  
Documents][]A[fffXfNfgfbfv][]A[,"<C,É“ü,è][]A[Web ftfHf<f\_] ]  
,È,Ç,ìftfHf<f\_,Ö,ìfVf#[][fgfjfbfg,³, ,è,Û,·[]BfVf#[][fgfjfbfg,đfNfŠfbfN,·,é,Æ[]AftfHf<f\_,ì“à—e,³•\Ž!,³,è,Û,·[]B



## Web fT[f0]

fVfXfef€ŠÇ—ŽÒ,Ü,½,ÍCf“f^[]f[]fbfg fT[]f[]rfX fvf[]fofCf\_,É,æ,Á,ÄŠÇ—,³,è,é[]Aft[]fU[][],lfuf  
%ofEjU,©,ç,ìŠfNfGfXfg,É‘î%ž,·,éfRf“fsf...[]f^,Å,·[]B

Web fT[f0][,É, ,éftf@fCf<,ì URL ,í http:// ,ÅŽn,Ü,è,Ü,·[]B

## COM (Component Object Model) fAfhfCf

ft[fU[["Y'è,lfRf}f"fh,â"ÁŽè,È<@"\,ð'Ç%oÁ,μ,ÄAOffice fAfvfŠfP[fVf#f",ì<@"\,ðŠg'£,·,é•â•fvf[fOf %of€ ,Á,·BCOM fAfhfCf",íA1 ,Á,Û,½,Í•i",ì Office fAfvfŠfP[fVf#f",Éf[fh,μ,ÄAŽÀs,·,é,æ,κ ,ÉffUfCf",Á,«,·BCOM fAfhfCf",lftf@fCf<Šg'£Žq,í .dll ,Û,½,Í .exe ,ÁAMicrosoft ,lfvf[fOf %of~f"fO»•i (Visual BasicAVisual C++AVisual J++ ,È,Ç) ,âACOM DLL (f\_fCfif~fbfN fŠf"fn f %ofCfuf%ofŠ) ,Û,½,ÍŽÀs%oÁ"\,Éftf@fCf<,ð[·,Á,«,éT[fhfp[lfefB,lfvf[fOf%of~f"fO»•i,É'g,Ýž,þ,± ,Æ,ª,Á,«,Û,·B


Office ,ì^È'O,lfO[fWf#f",Á,íA"Á'è,lfvf[fOf%of€,ì,½,β,lfAfhfCf",í Visual Basic for Applications ,Á[·,³,êA'íÛ,Æ,È,é Office fAfvfŠfP[fVf#f",É"Á—L,lfAfhfCf"

fA[fLfefNf`ff,É[·,í,¹,ÄffUfCf",³,è,Û,μ,½BOoffice 2000 ,Á,íACOM DLL ,âŽÀs%oÁ"\ ,Éftf@fCf<,ð[·,Á,«,éfvf[fOf%of~f"fO»•i,Á COM fAfhfCf",ð[·,μAV,μ,ç<κ—LfAfhfCf" fA[fLfefNf`ff,ðŽg—p,μ,ÄA•K—v,È Office fAfvfŠfP[fVf#f",ÉÚ'±,Û,½,íÚ'±%oðœ,·,é,æ,κ ,ÉffUfCf",Á,«,·B,Û,½ Office 2000 ,Á,íAOffice ,ì^È'O,lfO[fWf#f",ÁfTf|f[fg,³,è,Á,ç,½fAfhfCf" fA[fLfefNf`ff,à^ø,«±,«fTf|f[fg,³,è,Á,ç,Û,·B


## Web fXfNfŠfvfg

Web fy[]fW,Åf^fXfN,đŽÀ[]s,·,é,ì,ÉŽg—p,³,é,éRf“fsf...[]f^ fR[]fh,Å,·B,½,Æ,!,î[]AWeb fy[]fW,ª%o  
{—,³,é,½%oñ[]”,đ[]”,!,é[]A"-K-âŽÒ[]”",ìjJfEj“f^,È,Ç,ª, ,è,Ü,·BWeb fXfNfŠfvfg,í[]Avisual Basic  
Scripting Edition ,â JavaScript ,È,Ç[]A,ç,,A,©,ìĈ¾4ĈÉ,Â[]i[]—,Â,«,Ü,·B

**JavaScript**


fNfXfvf%fbfgftfH[f€,l World Wide Web ,lfXfNfŠfvgi-Œ¼ŒÊ,Å,·BJavaScript fR[fh,Í HTML  
fy[fW,É'¼Ú' }“ü,³,ê,Ü,·BJavaScript ,É,æ,èAJava fvf[fOf%of€,l\ 'z,ª%oÅ"\,É,È,è,Ü,·B   
fXfNfŠfvg fAf“fj[f,ÍAJavascript ,Åi- ,³,ê,½fXfNfŠfvg,ðŽ!,μ,Ü,·B


## VBScript (Microsoft Visual Basic Scripting Edition)

Visual Basic fvf[]fOf%of~f"fo fvfXfef€,lfTfufZfbfg,Å,·[]BHTML fy[][fW,É-,,[]ž,Ü,ê,½ VBScript  
,Í[]AInternet Explorer 3.0 ^È[]~,[]fo[][fWf#f",â[]A,»,ì'¼,ì Web fuf%ofEfU,Å"Ç,Ý[]ž,Þ,±  
,Æ,ª,Å,«,Ü,·[]BVBScript fvf[]fOf%of€,Í[]AWeb fT[][fo[][,© Web fuf%ofEfU,ªfCf"fxfg[][f<,³,ê,Å,ç,éfRf"fsf...  
[][f^,ÅŽÅ[]s,Å,«,Ü,·[]B  fXfNfŠfvfg fAf"fj[][,Í[]AVBScript ,Å[]ì[]¬,³,ê,½fxfNfŠfvfg,đŽ!,μ,Ü,·[]B


## JavaScript fA"j

Office fA"jP[fW,É•Ž!,<sup>3</sup>,é,AŽŠo"l,É•\  
«»,<sup>3</sup>,é,½XfNfŠfvg,Á,·BfXfNfŠfvg fA"j[fA"Á,ÉŽw'è,μ,È,çEA,è•Ž!,<sup>3</sup>,é,Ü,<sup>1</sup>,ñB,íAVisual  
Basic Scripting Edition (VBScript) ,Ái-<sup>3</sup>,é,½XfNfŠfvg,ðŽ!,·fXfNfŠfvg fA"j[fA,·B

 ,íAJavaScript ,Ái-<sup>3</sup>,é,½XfNfŠfvg,ðŽ!,·fXfNfŠfvg fA"j[fA,·B

 ,íAVBScript ,â JavaScript ^ÈŠO,½XfNfŠfvgi-CE¾AE,Ái-<sup>3</sup>,é,½XfNfŠfvg,ðŽ!,μ,Ü,·B

## Java fAfvfCEfbfg

Žâ,É World Wide Web ,ÅŽg—p,³,é,éfvf[]fOf%of~f“fOCE¾CEê[]AJava CE¾CEê,Å[]ì[]¬,³,é,½[]¬,³,Èf  
ftfgfEjFfA fvf[]fOf%of€,Å,·[]BJava fAfvfCEfbfg,Í HTML fhfLf...f[]f“fg“à,É, ,è[]AWeb  
fy[][]fW,ÉfAjjf[][]fVf#f“[]A%°¹Šy[]Aff[]f^fx[][]fX,ì‘€[]ì[]AWeb fy[][]fW,ì[]X[]V,È,Ç,ì<@“\,ð‘Ç%°Á,·,é,½,ß,ÉŽg  
—p,³,é,Ü,·[]BJava ,Í Sun Microsystems, Inc. ,É,æ,Á,ÄŠJ” ,³,é,Ü,μ,½[]BJava fAfvfCEfbfg,ðŠÜ,þ Web  
fy[][]fW,ð Office fAfvfŠfP[][]fVf#f“ ,ÅŠJ, ,Æ[]A  (fAfvfCEfbfg,ðŽ!,·fAfCfRf“) ,³fy[][]fW,É·\Ž!,³,é,Ü,·[]B

"s

ftf@fCf<,lfRfs[][,đ Hypertext Markup Language (HTML) Ć`Ž®,Å Web fT[]fo[][,É•Ů'¶,·,é,±,Æ,Å,·B



**fffWf^f<□□-¼**

f})fNf□,İŞJ”ŽÒ,đŽ!,.fffWf^f< fXf^f“fv,Á□A,»},İf})fNf□,ª□□-¼,μ,½ŞJ”ŽÒ,©,ç”z•z,<sup>3</sup>,é,Ä,ç,é,±,Æ□A,“,æ,ÑŞJ”CEã,É•İ□X,<sup>3</sup>,é,Ä,ç,È,ç,±,Æ,ð□Ø-¾,μ,Ü,·□Bf})fNf□ fvf□fWfFfNfg,ÉfffWf^f<□□-¼,μ,Ä□AŽ©•ª,ªf})fNf□,İŞJ”ŽÒ,Ä, ,é,±,Æ,đŽ!,·,É,İ□AfffWf^f<□Ø-¾,đ“üŽè,μ,ÄfCf“fXfg□[f<,μ,Ü,·□BfffWf^f<□□-¼,İ•t,ç,½f})fNf□,đŠÜ,pftf@fCf<,đŠJ,ç,½,è□AfAfhfCf“,đ“Ç,Y□ž,p,Æ□A%œ-Ê,É□Ø-¾□’,Æ,μ,Ä,İfffWf^f<□□-¼,ª•\Ž!,<sup>3</sup>,é□Af})fNf□,İf□[fXCE<sup>3</sup>,â□Af□[fXCE<sup>3</sup>,ÉŠÖ,·,éŽ<sup>-</sup>•Ê,â“□□#□«,È,Ç,İ’Ç%Áî•ň,ª•\Ž!,<sup>3</sup>,é,Ü,·□B

**fffWf^f<Ø-¾**

fZfLf...fŠfefB,ì-Ú“l,Åf}fNf fvf fWfFfNfg,É“Y•t,³,e,Ü,·BfffWf^f<Ø-¾,É,Íf}fNf,ìf [fXCE³,É%oÁ,¡A} \ [fXCE³,ÉŠÖ,·,éŽ·Ê,à“ f f «,È,Ç,ì'Ç%oÁi•ñ,ŠÜ,Ü,è,Ä,ç,Ü,·Bf}fNf fvf fWfFfNfg,ÉfffWf^f<Ø-¾,μ,ÄŽ©•ª,af}fNf,ìŠj”ŽÒ,Ä, ,é,±,Æ,ðŽ!,·,É,íAfffWf^f<Ø-¾,ð“üŽè,μ,ÄfCf“fXfg [f<,μ,Ü,·B

**f}fNf fvf fWfFfNfg**

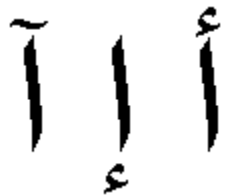
f}fNf, ð\ - , , éftfH [f€ AfR [fh AfNf%ofX f, fWf... [f<, È, Ç, ì^ è~A, ìfRf" f [f" fg, Å, · B Visual Basic for Applications , Å ì - , μ, ½ f}fNf fvf fWfFfNfg, í Af AfhfCf" A Word fhfLf...  
f" fg, âfef" fvf [fg A PowerPoint , ìfvfCf [f" fe [fVf#f" , âfvfCf [f" fe [fVf#f" fef" fvf [fg A Excel  
, ìfufbfN, âfef" fvf [fg A Access ff [f^fx [fX, ÉŠÜ, ß, é, ±, Æ, ¢, Å, «, Ù, · B

## AVI

Audio Video Interleaved ,i—ªŒê,Å[]AMicrosoft RIFF (Resource Interchange File Format) Žd—  
l,É,æ,éfTfEf“fh,âfrfffl,ÉŽg—p,³,ê,é[]AWindows ,lf}f<f`f[]fffBfA ftf@fCf<,iŒ`Ž®,Å,·[]B

**Alef Hamzas**

Alef Hamza , Æ , ð'g, Ý, í, ½fAf%ofrfACEè, ì 2 • ¶žš, ì'P“Æ, ì • ¶žš, Å, ·BžŸ, ì 3 , Â, ìCE` , a, , è, Ü, ·B



## Alef Lam

%opCEê,ì "the" ,É, ,½,é'PCEê,Å,·□B%oE,©,ç□¶,ðfjf“,É,·,ê,î□AOffice 2000  
fAfvfŠfP□[fvf#“,ì`è•”,Á,Ífe□[fuf<“à,ì•¶Žš—ñ,ð•À,x'Ö,!,é□é□#,É-³Ž<,·,é,±,Æ,ª,Á,<,Ü,·□B

•ŕŽš,ì•ûĈü

%oE, ©,çŕŕ,ÆŕAŕŕ, ©,ç%oE,ì' @ŕ«,ì—¼•û,â^êŕŕ,ÉŽg—p,<sup>3</sup>,è,éŠÂ««,Å,ŕB,½,Æ,ŕ,ŕŕAfAf%ofrfAĈè,Æ  
%opĈè,ŕfèŕŕXfŕg,â“ŕ,ŕ•ŕ“à,É, ,éŕêŕŕ,È,Ç,Å,ŕB

•i†•Źš

%E, ©, ç, Ö, \, L, ³, é, é¼è (fAf%frfACEè Afyf<fvfACEè Afwuf%ofACEè AfEf<fhfD[(è, È, Ç)  
, âA^è•” ,)“CE”ifAfWfA, ì¼èè, ì, æ, x, ÈA•Źš, É#žš, â•ïE`, ì•K—v, È¼èè, Å, .B



## Context

fefLfxfg,đ•\Ži,.,éfRf“fgf□□[f<,Ā^è”Ê,ÉŽg—p,³,è,é□A“Ç,p□#□~,Æ”z’u,ì□Ý’è,Ā,·□B[Context]  
,đfif“,É,.,é,Æ□A□”Žš,â“ÁŽè•ŋŽš^ÈŠO,ì□A□Ā□%o,É“ü—  
í,³,è,½•ŋŽš,É,æ,Ā,Ā“Ç,p□#□~,³CE^’è,³,è,Ü,·□B,½,Æ,!,í□A[Context],đfif“,É,μ,½□é□#,É□Ā□%o  
,ìCE¾CEè,É“Ā—L,ì•ŋŽš (□”Žš,â“ÁŽè•ŋŽš^ÈŠO),³%opCEè,Ā,í□A“Ç,p□#□~,í□ŋ,©,ç  
%oE,É,È,è□AfefLfxfg,í□ŋ,É’μ,!,ç,è,Ü,·□B

§ä • Žš

%E, ©, ç, Ö, Æ, Ü, ½, Í—¼ • ů, ã, ÿ, é, Å » ÿ, ì • ů, Å, Æ, ã, É • \  
Ž, ³, è, È, ç, È, Æ, Ž ®, đ, ž, w' è, , é, ½, ß, É' } "ü, , é • Žš, Å, Æ

## diacritics

‰E, ©, ç, ¶, Ö, Ì, Æ, ¼, Æ, ê, Å, Å, ′, ″, ‰, ‹, º, ¸, ½, ß, É, ê, †, ‡, §, ¨, ª, «, ¬, ®, ¯, °, ±, ², ³, ´, µ, ¶, ·, ¸, ¹, º, »

•úĈü

fL[f{[fh,ìĈ¼Ĉê,É,©,©,í,ç,,A—¼•úĈü,lfefLfxfg,âfhfLf...  
f“fg,ì“Ç,þ#~“A”z’uAŠOŠĪ,È,Ç,đŽw’è,μ,Û,·B,½,Æ,ı,ıAWord ,Ă,ı%E,©,ç¶ (RTL) ,ì’i—Ž,ıAfhfLf...  
f“fg,ı%E’[,©,çŽn,Û,èA“Ç,þ#~ ,ı%E,©,ç¶,É,È,è,Û,·B

**يعرف المتحف الوطني باللغة الإنكليزية باسم The National Museum**

•úĈü,Ă,ıAft[fU[ fCf“f^ [ftfFfCfXAfRf“fgf [f·A,» ,ı¼,ıXfNfŠ [f“  
flfufWfFfNfg,ìĈü,«,àŽw’è,³,è,Û,·B,½,Æ,ı,ıA•úĈü,ª RTL ,ı Excel f [fNfV [fg,Ă,ıA”}A”} —  
ñ,ªfV [fg,ı%E’[,ÉA”}B”} —ñ,ª%E,©,ç 2 “Ô-Ú,É•Žı,³,è,Û,·B^ê•úA•úĈü,ª LTR ,ıfV [fg,Ă,ıA”}A”}  
—ñ,ªfV [fg,ı¶’[,ÉA”}B”} —ñ,ª¶,©,ç 2 “Ô-Ú,É,È,è,Û,·B

**Žg—p,Á,«,éĚ¼Ěê**

Office 2000 fAfvfŠfP[fVf#f“,ÁfefLfxfg,ì•ÒW,É’Ç%Á,Á,«,éĚ¼Ěê,Á,·B,±  
,è,ç,ìĚ¼Ěê,íAfcf“fxfg[f<,μ,½fo[fWf#f“,ìĚ¼Ěê,É’Ç%Á,³,èA•j“,ìĚ¼ĚêŠÂ<<,Áì<Æ,·,é,½,β,ì’Ç  
%Á<@“\AfRf}f“fhAfŠf\fx,đ’ñ<Ÿ,μ,Û,·B

,½,Æ,ì,íAOffice 2000 ,ì%opĚê (U.S.) fo[fWf#f“,ÉfAf%ofrfAĚê,đ’Ç%Á,·,é,ÆA•ûĚü,³q,©,ç%E,Ö,ì  
%opĚê,ìfefLfxfg,Æ“ ,q’i—Ž,ÉA•ûĚü,³%E,©,çq,Ö,ìfAf%ofrfAĚê,ìfefLfxfg,đ“ü—í,Á,«,Û,·B

## General alignment

'É[]ífefLfxfg,đ[]¶,É[]A[]"Žš,đ%°E,É'μ,!,é[]'Ž@[]Ý'è,Á,·[]B%°E,©,ç[]¶,ì<@[]"\,đŽg—p,μ,Ä,ç,é[]ê[]#[]AGeneral alignment ,Á,ÍfefLfxfg f,[]fh (í,ÉŽg—p%°Á"\) ,Æ fCf"f^[][ftfFfCfX f,[]fh (ê[]#,É,æ,Á,ÄŽg—p%°Á"\) ,đŽg—p,Á,«,Ü,·[]B

**fefLfxfg f,[]fh** •\Ž!,<sup>3</sup>,è,éfefLfxfg,đ[]A[]Á[]%°,ìCE<sup>3</sup>/<sub>4</sub>CEè,É"Á—L,ì•¶Žš,É[]  
,Á,Ä"z'u,μ,Ü,·[]B,<sup>1</sup>/<sub>2</sub>,Æ,!,î[]A[]Á[]%°,ì[]"Žš,â"ÁŽè•¶Žš^ÈŠO,ì•¶Žš,<sup>3</sup>%°pCEè,ìê[]#,í[]AfefLfxfg,í[]¶'μ,!,Á•\ Ž!,<sup>3</sup>,è,Ü,·[]B

**fCf"f^[][ftfFfCfX f,[]fh** •\Ž!,<sup>3</sup>,è,éfefLfxfg,đ[]AŽg—p,<sup>3</sup>,è,Ä,ç,éfcf"f^[][ftfFfCfX,ìCE<sup>3</sup>/<sub>4</sub>CEè,É[]  
,Á,Ä"z'u,μ,Ü,·[]B,<sup>1</sup>/<sub>2</sub>,Æ,!,î[]Aft[][fU[][ fCf"f^[][ftfFfCfX,ìCE<sup>3</sup>/<sub>4</sub>CEè,<sup>3</sup>%°pCEè,È,Ç,ì[]¶,©,ç %°E,Ö,ìCE<sup>3</sup>/<sub>4</sub>CEè,ìê[]#[]AfefLfxfg,í[]¶'μ,!,Á•\Ž!,<sup>3</sup>,è,Ü,·[]B

## fOfCEfsfŠfi—i

¼%ç“”Å^è”Ê,ÉŽg—p,<sup>3</sup>,è,Ä,ç,éjffCEf“f\_[]l,Å,·BftfŠfEfX—i,ðCE©’¼,μ,ÄA¼—i 1582 ”N,©,çŽg—  
p,<sup>3</sup>,è,Ä,ç,Ü,·B

## Hijri calendar

fCfXf%of€"□',ÅŽg—p,<sup>3</sup>ê,Ä,ç,é<sup>3</sup>/<sub>4</sub>%oA—i,Å,·□B



fqf“ffB□[□”Žš

fAf%°frfA□“□’,îê•”,ĂŽg—p,<sup>3</sup>,ê,Ă,ç,é□”Žš,lfZfbfg,Ă,·□BfCf“fh□”Žš,Æ,àĀĂ,Î,ê,Û,·□B

fAf%°frfA□”Žš 0 1 2 3 4 5 6 7 8 9

fqf“ffB□[□”Žš • 1 2 3 4 5 6 7 8 9

**fCf“fXfg[]f<,³,ê,½CE¾CEê**


Žâ—v,ÈŽ«[]',ìCE¾CEê,â[]AfefLjXfg,ì•ûCEü,Æ”z'u ([]¶,©,ç%°E[]A,Û,½,í%°E,©,ç[]¶)  
,È,ç[]A•;[]”,ìCE¾CEê,ì“Á[]«,ðfRf“fgf[]f<.,éŠî-{}Æ,È,éCE¾CEê,Â,·[]B

## kashidas

fA f%oofr fACE è, ì 2 , Â, ì • ¶ Ž š Š Ô, ì CE < ¶ ‡, ð Š g' £, ·, é " Á Ž è • ¶ Ž š, Å, · ¶ B' P CE è Š Ô, Ì Š Ô Š u, ð ¶ L, -  
·, ·, é ' ä, í, è, É ¶ A' P CE è, ð Ž · Š o " l, É ' ·, , µ, Ä ¶ A — ¼ ' l' µ, i, ì f e f l f X f g, Ì Š O Š Ī, ð CE ü ¶ ä, ·, é, ½, ß, É Ž g — p, ³, è, Ü, · ¶ B

فL[f{[fh,ìE¾Eè

fefLfXfg,ì"ü—í,É'í'ð,³,è,½E¾Eè,Å,·BfL[f{[fh,ìE¾Eè,ð•ïX,·,é,É,íAf^fXfN  
fo[.ìE¾Eè,ìfCf"fwfP[f^,ðNfŠfbfN,μ,Ü,·B

|                    |   |
|--------------------|---|
| ▶ EN 英語 (U.S.)     |  |
| AR アラビア語 (サウジアラビア) |   |
| EN 6:37 PM         |   |

**CE¾CEéftfHf<f\_**

,³,Ü,´,Ü,È-|-ó,³,é,½ftf@fCf<,ª•Û'¶,³,é,éftfHf<f\_,Å,·□BšeCE¾CEé,É,Í,»»,é,¼,é,ì Locale Identification Number (LCID) ,ª•t,ç,½"Æ—§,ìftfufthf<f\_ª, ,è,Ü,·□B,½,Æ,!,î□A%opCEé (U.S.) fCf"fxfg□[f<,ì LCID ,Í 1033 ,Å□AftfHf<f\_,Í program files\microsoft office\office\1033\ ,É,È,è,Ü,·□B

©, ç%oE

fL[f{[fh,]éèAfhfLf...f“fg,ìrf...[Aft[fU[ fCf“f^[ftfFfCfX flfufWfFfNfgA,“,æ,ÑfefLfxfg,ð•\  
Ž!,,é•ûü,ž!,μ,Û,·B%opè,Æ,Ù,Æ,ñ,Ç,ìf^[fbfjpèè,íA©,ç%oE,ìèè,À,·B

f f w f f f <

—¼•ûCEü,lfefLfxfg,ÅñkAE,.,éñÛ,ÉñAññ[fyf<,ì“@,«,ÆfefLfxfg,ì'ì'ð,ðžì,.,ì,Éžg—p,³,é,Û,·ñB—  
¼•ûCEü,lfefLfxfg,Å,íñA'¼-Ê,µ,½CE¾CEè,ì•ûCEü,Éñ],Á,Äññ[fyf<,â^Ú“@,µ,Û,·ñB,½,Æ,ì,íñAñAñ  
%ofrfACEè,Æ%opCEè,ññ-ñÝ,.,éfefLfxfg,Å•ûCEüfLñ[,ðžg,Á,Á^Ú“@,.,é,ÆñAññ,©,ç%e,ì“Ç,Pñññ~,ÆñA  
%e,©,çññ,ì“Ç,Pñññ~,lfefLfxfg,ð^Ú“@,.,é,É,Á,é,ÄñAZÿ,ì,æ,æ,Éññ[fyf<,ì^Ê^u,â•\žì,³,é,Û,·ñB

# Latin عربي

→→→→→←←←←←

ロジカル  
(左から右方向に読む)

1 2 3 4 5 9 8 7 6

# عربي Latin

←←←←←→→→→→

ロジカル  
(右から左方向に読む)

9 8 7 6 1 2 3 4 5

## Lunar

fCfXf%ofGf<,lfwfufofCCEê,đ~b,·□l□X,ìŠÔ,ÂŽâ,ÉŽg—p,<sup>3</sup>,é,Ä,ç,é—i,Â,·□B



fjf...[fgf%of<•qžš

%oE, ©, ç□¶, â□¶, ©, ç%oE, ìĚ¾Ěê' @□«, ì, È, ç • ¶žš, Å, ·□B—á, Æ, μ, Ä, Í□A□"žš, a, , è, Ü, ·□B

## Outlook fo

Outlook ,lfEjBf"fhfE,ì¶¶[É, ,é—ñ,ì,±,Æ,Å,·□B[ ,» ,ì¼] ,â [ ,» ,ì¼,lfVf#□[fgjfbfg]  
,İŞefOf<□[fv,ª ,è□AfOf<□[fv,ì†,É,lfVf#□[fgjfbfg fAfCfRf" ,ª•Ù¶³,è,Ä,ç,Ü,·□BfOf<□[fv"à,É•Ù¶³,è,Ä,ç  
,éfVf#□[fgjfbfg fAfCfRf" ,đ•\Ž! ,· ,é,É,í□AfOf<□[fv,đfNfŠfbfN,µ,Ü,·□BfVf#□[fgjfbfg  
fAfCfRf" ,đfNfŠfbfN,· ,é,Æ□AŠÈ'P,ÉftfHf<f\_đŠ], ,±,Æ,ª,Å,« ,Ü,·□B

**“Ç, P”**

• Žš A' PCE A • Žš —ñ, È, Ç, a • Žš, ³, è, é AZ < Šo "I, È, Å, · B, ½, Æ, I, Î A  
%op CE è, Æ, Ù, Æ, ñ, Ç, İf [f b f p CE ¾ CE è, Í, Ç, ©, ç % E, İ Ç, Å Afw fuf % of CE è Af Af  
% of rf ACE è Af y f < f V f ACE è Af Ef < f h f D [ CE è, Í % E, ©, ç Ç, İ Ç, Å • Žš, ³, è, Ù, · B — ¼ • ù CE ü, İ f e f L f X f g (—  
¼ • ù CE ü, Ç — Ç, µ, ½ f e f L f X f g) , È, Í A % E, ©, ç Ç, Ü, ½, Í Ç, ©, ç  
% E, İ Ç, ð A ' S ' I " I, È " Ç, P Ç, Æ, µ, Ä Ž w ' è, Å, «, Ü, · B Ž Ÿ, É Ž, ·, İ, Í % E, ©, ç Ç, È " Ç, P Ç, İ — á, Å, · B  
% E, ©, ç Ç, Ö, İ f e f L f X f g, İ CE ä, È ' Ç % Á, ³, è, ½ % op CE è, İ f e f L f X f g, Af e f L f X f g, İ Ç, È " z ' u, ³, è, Å, ç, Ü, · B

**يعرف المتحف الوطني باللغة الإنكليزية باسم The National Museum**

%E, ©, ç¶

fL[f{[fh,ìÝ'èAfhfLf...f"fg,ìrf...[Af+[fU[ fCf" f^[ftfFfCfX flfufWfFfNfgA," ,æ,ÑfefLfXfg,ð•\  
Ž!, ,é•ûCEü,ðŽ!,μ,Û,·BfAf%ofrfACEè,Æfwfuf%ofCEè,íA%E, ©, ç¶, ìCE¾CEè,Å,·B

**run**

“~ ,¶’ @□« ,đŽ□ ,Â• ¶Žš ,<sup>a</sup>~ A’ ± ,μ ,½fefLfXfg ,â• ¶Žš—ñ ,Å ,· □Brun  
“à ,ì ,· ,× ,Ä ,ì• ¶Žš ,í• ûĀü ,ìfvf□fpfefB ,<sup>a</sup>“~ ,¶ ,Å ,· □B

## ĈEŬĉfyĉfW

ĈEŬĉfyĉfW,Ā,ÍĉA•Ē,ĳĉf“f^ĉ[fĳfĳfg fTfĉfgĉA,Ŭ,½,ĳĉf“fgf%ĉfĳfĳfgĉă,ĳfhfLf...  
fĉf“fg,ĉĈEŬĉö,μ,Ā^Ŭ”@,·,é•ŭ-@,ĉ’ñ<Ŷ,μ,Ŭ,·ĉB’½,-  
,ĳĈEŬĉfyĉfW,Ā,ÍĉAfĳfĳfĳfNĉAfLĉ[fĉĉ[fhĉA,Ŭ,½,ĳftĉ[fUĉ[ĳ-ă,ĉĉ‡,í,<sup>1</sup>,Ē,Ĉ,É,æ,éĉA,<sup>3</sup>,Ŭ,´,Ŭ,ĒĈEŬĉö•ŭ-  
@,ĉ’ñ<Ŷ,μ,Ā,ĉ,Ŭ,·ĉB,Ŭ,½ĉA’ĳđ,μ,½ĉfĉf“f^ĉ[fĳfĳfg fTfĉfgĉă,Ŭ,½,ĳĉf“fgf%ĉfĳfĳfgĉă,ĳfhfLf...  
fĉf“fg,ĳnfĉfĳpĉ[ĳĶf“fN,ĉŽĳ,ĉ,ă,·,ĉĳĉ¬,μ,½^Ē—ĳ,ĳ,Ŷ,ĉ’ñ<Ŷ,μ,Ā,ĉ,éĈEŬĉfyĉfW,ă,·,è,Ŭ,·ĉBĈEŬĉöfyĉfW,Í  
ĉAOffice fAfvfĶfĶPĉ[ĳVfĶfĶ”,ĳ [Web] fĉĉ[fĉfoĉ[,ĉ,ĉĶ],,±,ĒE,<sup>a</sup>,Ā,«,Ŭ,·ĉB

## World Wide Web

World Wide Web fuf%ofEfU,δ<N“ @,.,é,Æ AfXf^ fyg fy fW, Å%o,Éfuf%ofEfU ä,É•\ Ž,³,è,Ü,· BfXf^ fyg fy fW,Æ,μ,Ä A D,«,È Web fTfCf,â A, “Žg,ç,ìRf“ fsf... f^,ìfn fh fffBfXfN,ìfhfLf... f“fg,ðÝ’è,.,é,±,Æ,à,Å,«,Ü,· BfXf^ fyg fy fW,í A Office fAfvfŠfP fVf#f“,ì [Web] fc ffo, ©,çŠ,.,±,Æ,ª,Å,«,Ü,· BfXf^ fyg fy fW,É,í A, “Žg,ç,ìRf“ fsf... f^ ä Afibfg fN ä A,Ü,½,í Web ä,ì•É,ìfhfLf... f“fg,Ö,ìfnfCfp fŠf“fN,ðŠÜ,ñ,Å,ç,é,±,Æ,ª, ,è,Ü,· B

Ā—L, ĩ•ŕŽš

•ê%°¹,ÆŽq%°¹,È,Ç□A'Á'è,ìĀ¼ĀĒ,ð□□¬,·,é•ŕŽšfZfbfg,Å,·□B<â"Ç" \_â"ÁŽê•ŕŽš,È,Ç,íĀ¼ĀĒ,É"Á—  
L, ĩ•ŕŽš,Æ,íĀ©,È,³,ê,Û,¹,ñ□B



**fVfXfef€**

Windows flfyfCE[fefBf“fO fVfXfef€, ©,ç'l,đ^ø,«□o,·□Afrf“fgf□□[f<,â,»,ì'¼,lfvfVf#f“,ì□Ý'è,Å,·□B

**Ždž-**

Š®—¹,·,é,Ü,ÅŠÇ—□,·,é□ACEÂ□I"l,Ü,½,ÍŽdŽ-ŠÖ~A,ì<Æ-±,Ü,½,Í—pŽ-,Å,·□BŽdŽ-,ÍfAfCfef€,Å,·□B

## Unicode

Unicode Consortium ,É,æ,Á,ÄŠJ",³,ê,½<KŠi,Á□A•¶Žš,İfGf“fR□[fh,ðfRf“fgf□□[f<,μ□A□çŠE,İŽâ—  
v,ÈĈ¼ĈÈ,ðŠÛ,Þ 16 frfbfg,İŠg'£%oÂ"\,È□'□Û•¶ŽšfR□[fh%o»fvfXfef€,ðî•ñ□^—□,É'ñ<ÿ,μ,Û,·□BUnicode  
<KŠi,Á,í□A•¶Žš,İfGf“fR□[fh,Æ□A,»),İŽÀ'•,ÉŽg—p,³,ê,éfvf□fpfefB,ÆfAf<fSfŠfYf€,ª'è<` ,³,ê,Ä,ç  
,Û,·□BUnicode 2.1 <KŠi,Á,í□A-ñ 40,000 ,ì•¶Žš,İfGf“fR□[fh,ª'è<` ,³,ê,Ä,¨,è□ACE»□Ý,à,³,ç,É•¶Žš,ð'Ç  
%oÁ,·,é,½,ß,İ□i<Æ,ª□s,í,ê,Ä,ç,Û,·□B

ft[fU[ fCf“f^[ftfFfCfXCE¾CEè

f[fj...[Afç[f<fo[Af\_fCfAfO f{fbfNfXAf[fbfZ[fW,ÉŽg—p,³,é,éCE¾CEè,Å,·[BMicrosoft Office  
2000 MultiLanguage Pack ,ª, ,é,î[AŽg—p,µ,Ä,ç  
,éCE¾CEè,fo[fWf#“,Æ,í•É,ìCE¾CEè,Åft[fU[ fCf“f^[ftfFfCfX,ð•\Ž!,Å,«,Ü,·[B

frfWf...fAf<

—¼•ûCEü,lfefLfXfg,Åñì<Æ,·,éñÛ,ÉñAññ[fvf<,ì“®,«,ÆfefLfXfg,ì'ì'ð,ðŽw'è,·,é,ì,ÉŽg—p,³,è,Û,·ñB—  
¼•ûCEü,lfefLfXfg,Å,íñA—xñÚ,·,é•ñŽš,ÉCEü,©,Á,Äññ[fvf<,ñ^Ú“®,μ,Û,·ñB,½,Æ,ñ,íñAññ%ñrfACEè,Æ  
%ñpCEè,ññ—ñÝ,·,éfefLfXfg,ð•ûCEüfLñ[,ðŽg,Á,Ä%ñE,©,çññ,Ö^Ú“®,·,éñèñññAñAñ  
%ñrfACEè,lfefLfXfg,ññ,í,é,ÆñA%ñpCEè,ì%ñE'[,ì•ñŽš,©,çññ,ÉCEü,©,Á,Äññ[fvf<,ñ^Ú“®,μ,Û,·ñB

# Latin عربي

ビジュアル



1 2 3 4 5 6 7 8 9

¼—i

f^ [f [fbfp,Æ%opEè,đŽg—p,·,é'X,ÁŽâ,ÉŽg,í,ê,Ä,ç,éAfOfEfSfŠfl—i,đŽ!,μ,Ü,·B

**f[] [fhfA[] fg, Å, ì%oE, ©, ç[] ¶ < @ " \, Ì Žg—p**

Office 2000 , Å%oE, ©, ç[] ¶, Ì CE¾ CEè, ð Žg—p, Å, «, é, æ, x, É, È, Á, Ä, ç, è, Ì Af[] [fhfA[] fg, Å  
%oE, ©, ç[] ¶, Ì CE¾ CEè, Ö, Ì Tf[] [fg, ð ñ < Ÿ, ð, è, Ü, · B, ½, ¾, µ Af[] [fhfA[] fg, Å Žg—p, Å, «, é, efL fXfg, Í A^è “x, É 1  
, Å, Ì CE¾ CEè, ¾, ·, Å, · B—¼ • ù CEü, Ì fefL fXfg, ð ŠÜ, p CEø%oE, ð Ì ¶ —, ·, é, É, Í AŠe CE¾ CEè, É Í, µ f[] [fhfA[] fg  
f l f u f W f F f N f g, ð € “ ö, µ, Ä, , ¾, ð, ç B

**f[] f,** [f[] [fhfA[] fg] f c[] [f < f o[] [, Ì [f[] [fhfA[] fg : • ¶ Žš, Ì Š Ô Š u] f {f ^ f “ A [f[] [fhfA[] fg : [] c[] ‘, « f e f L f X f g ]  
f {f ^ f “ A [f[] [fhfA[] fg : • ¶ Žš, Ì, , ð, µ, Ì, é] f {f ^ f “, Í A % o E, ©, ç[] ¶, Ì fefL f X fg, Å, Ì Žg—p, Å, «, Ü, ð, ñ B

## IME (Input Method Editor)

fL[f{[fh, ©, ç, ì"ü—í, ð"K∅, È•ŋŽš, É•İŠ•, μ, Ä"ŒfAfWfACE¾CEè ("É'ìŽš't'ŒèAŠÈ'ìŽš't'ŒèA"ú-  
{ŒèAŠøŒ'Œè) , ìfelfXfg, ðfvfŒfOf%of€, É"ü—í, Å, «, é, æ, x, É, , éfvfŒfOf%of€, Å, ·BIME , íA•È, ìŽí—  
p, ìfL[f{[fh fŒfCfAfEfg, Æ, μ, ÅŽæ, è^μ, í, è, Ü, ·B"ŒfAfWfA, ÌSe¾CEè, É, íA, » , è, ¼, è•È, ì IME , º•K—  
v, Å, ·B

"ŒfAfWfA, ì¾CEè, ìfifjŒŒ[fefBf"fo fvXfef€, É, íA'í%ž, , é¾CEè, ðTfjŒfjg, , é IME , º•t'©, μ, Å, ç  
, Ü, ·BWindows 2000 , Å, íA"ŒfAfWfA, ÌSe¾CEè, É'í, μAŒ, È, , Æ, à 1 , Å, ì IME , ºŠÜ, Ü, è, Å, ç, Ü, ·BIME  
, ðfCf"fxfgŒfç, , é, É, íAfrf"fgfŒŒfç fplfç, ì ['n^æ] fAfCfRf" , ðf\_fufçNfŠfbfN, μ, Ü, ·BIME  
, íAfcf"fxfgŒfç, , é¾CEè, ì IME , ðTfjŒfjg, μ, Å, ç, È, çfvXfef€, Åfcf"fxfgŒfç, μ, ½, èAŒXŒV, , é, ±  
, Æ, í, Å, «, Ü, ¹, ñB•K—v, È¾CEè, ì IME , ðTfjŒfjg, μ, Å, ç, È, çfvXfef€, Å"ŒfAfWfACE¾CEè, ìfelfXfg, ð"ü  
—í, , é, É, íAfofŒŒfç IME , ðŽg—p, μ, Ü, ·BfofŒŒfç IME , íAŠY"—, , é¾CEè, ì IME  
, ºŠù, Éfcf"fxfgŒfç, ³, è, Å, ç, È, çRf"fsf...Œf^ , Éfcf"fxfgŒfç, Å, «, Ü, ·B, ½, ¾, μAfvfŒfOf%of€, É, æ, Á, Ä, í  
fofŒŒfç IME , ðTfjŒfjg, μ, Å, ç, È, ç, à, ì, º , èA•WŒ€, ì IME , ì, "x, È•İŠ•ç@"\, ºŽg—  
p, Å, «, È, çŒŒ, º , è, Ü, ·B



**fifrfQ[fVf#f“ f,[fh**

Access ,ÅAftfB[f<fh'S'ì,²'1'ð,³,èAfl[f<f<,²•\Ž!,³,è,È,çf,[fh,Å,·BfifrfQ[fVf#f“  
f,[fh,Å,íA•úEüfL[.,ðŽg—p,μ,ÄftfB[f<fhŠÔ,ð^Ú“® ,Å,«,Ü,·B

**WAV**

Waveforms, Windows, .wav, 8-bit, 16-bit, 44.1 kHz, 48 kHz, 96 kHz, 192 kHz, stereo, mono, bit depth, sample rate, compressed, uncompressed, lossy, lossless, metadata, ID3 tags, album art, track names, artist names, genre, lyrics, comments, embedded images, extended data frames, etc.

## f\_fCfif~fbfN HTML

'P,È,éfAjjf□□[fVf#f",¾,~,Å,í,È,□HTML 3.2 ,æ,è,àft□□[fU□□[,Æ,ì'í~b,ðCEü□ă,μ,½ Web  
fy□□[fW,ð□ì□~,Å,«,é□A□V,μ,ç Hypertext Markup Language (HTML) ,lf^fO,ÆflfvfVf#f"□AfXf^fCf<  
fV□□[fg□□Afvf□□Of%of~f"fO,ì'□□ì,Å,·□Bf\_fCfif~fbfN HTML ,ìŠÈ'P,È—á,Æ,μ,Ä,í□A(1)  
ft□□[fU□□[,ìf}fEfX,³CE©□o,μ,ì□ă,ð'É%oß,μ,½□é□#,ÉfefLfXfg,ì•¶Žš,ð•ĩ%o»,³,¹,é□A(2) ft□□[fU□□[,³fCf□□[fW,ð  
Web fy□□[fW,ì•É,ì□é□Š,Éfhf%ofbfO,Å,«,é,æ,π,É,·,é,È,Ç,³<"°,ç,ê,Û,·□B

## Microsoft FrontPage

f~fO,δ,1,,.ÉAfCf“f^[flfbfg,âfCf“fgf%ooflfbfg,lTfCf,δ\□-,“,æ,ÑŠÇ—□,Å,«,évf□fO%of€  
,Å,·□B

FrontPage 2000 ,Í□AOoffice 2000 Premium Edition ,É•t’@,μ,Ä,ç,Ü,·□B,Ü,½□A’P“Æ,Å□w“ü,·,é,±  
,Æ,à,Å,«,Ü,·□B

## ff[]f^ fAfNfZfX fy[]fW

ff[]f^fx[]fX,É[]Ú'±,³,e,½ Web fy[]fW,Å,·[]Bff[]f^ fAfNfZfX fy[]fW,ðŽg—  
p,·,é,Æ[]Aff[]f^fx[]fX,É·Ú'¶,³,é,Ä,ç,éff[]f^,ð·\Ž![]A'Ç%°Á[]A·Ò[]W[]A'€[]ì,·,é,±  
,Æ,²,Ä,«,Ü,·[]B,Ü,½[]Aff[]f^ fAfNfZfX fy[]fW,É Excel ,È,Ç,ì,Ü,©,ìf[]fX,©,ç,ìff[]f^,ðŠÜ,ß,é,±  
,Æ,à,Ä,«,Ü,·[]B

**fzfCfgh{[fh**

NetMeeting ,ì<@"\,ì 1 ,Â,ÂA"Æ—§,μ,½fEfBf"fhfE,ªŠJ,«Aflf"f%ofCf"%oi<c,ìŽQ%oÁŽÒ,ªfefLfXfg,ì"ü—  
íA}CE` ,ì•`%oæAflfufWfFfNfg,ìfRfs[A"À,\,è•t, Aíœ,ðs,Á,½,èAfefLfXfg,âfOf%oftfBfbfNfX,ð<'²•\  
Ž!,Û,½,íŽw,μŽ!,·,±,Æ,ª,Â,«,Û,·B

**f|fbfv fqf“fg**

%œ-Ê,É•Ž|,³,é□Afc□[f:fo□[ f{f^f“□A•ĭ□X,ì—š—đ□A,Û,½,ÍRf□f“fg□A<r’□□A•¶--<r’□,ì•\  
Ž|,È,Ç,ÉŠÖ,·,éĭ•ñ,đ’ñ<Ÿ,·,éj□f,,Á,·□B,Û,½fqf“fg,É,í□A“ú•t,â’èĈĖ^<â,ì□€-Ú,đ’}“ü,·,é□é□‡,É•\  
Ž|,³,è,éfefLfXfg,à•Ž|,³,è,Û,·□Bfqf“fg,ì•Ž|/“ñ•Ž|,í,ç,Á,Â,à□∅,è’Ö,ì,é,±,Æ,ª,Á,«,Û,·□B

## fhf

fhfN'A'ňoŽ'—iA,Ü,½,Í Office fhfLf...fhf"fg,É, ,é—  
v,ÈfgfsbfN,đŽ•Ê,.,é'PCEè,Ü,½,ÍCEè&BfL[fh,đŽg,Á,ÄAEexcelAWordAPowerPointA,"æ,Ñ  
Outlook ,Åi—,μ,½ftf@fCf<,ÉfCf"ffbfNfX,đ•t, ,é,±,Æ,ª,Å,«,Ü,·BfL[fh,đŠ,,è—  
,Ä,é,É,íA[ftf@fCf<] fhfj...[i [fvf]pfefB] fRf}f"fh,đŽg,ç,Ü,·B



## HTML Šg'£<@"\

•W□€,ì HTML ,ìŽd—l,đŠg'£,·,é<@"\,Ü,½,Í□Ý'è□BŠg'£<@"\,í□A,·,×,Ä,ì Web fuf%ofEfU,Å,ÍfTf|□[fg,<sup>3</sup>,é,Ä,ç,Ü,<sup>1</sup>,ñ,<sup>q</sup>AWeb fy□[fW□i□~fc□[f<,Å,í□L,Žg,í,é,Ä,ç,Ü,·□BŠg'£<@"\,ì—á,Æ,μ,Ä,í□AfXfNf□□[f<,·,é•¶Žš—ñ,<sup>a</sup>,è,Ü,·□B



ftf@fCf<,É•ïX,ð%Á,!,½,è•ïX“à—e,ð•Û‘¶,μ,½,è,Å,«,é,æ,π,É,È,Á,½,Æ,«,É'Ê'm,μ,Û,·B

ftf@fCf<,É•ïX,ð%Á,!,½,è•ïX“à—e,ð•Û‘¶,µ,½,è,·,é,½,ß,Éftf@fCf<,ðŠJ,«,Û,·B

ftf@fCf<,É•ïX,ð%Á,!,½,è•ïX“à—e,ð•Û'¶,µ,½,è,·,é,½,ß,Éftf@fCf<,ðŠJ,«,Û,·B“Ç,ÝŽæ,èè—  
p,ìftf@fCf<,É•ïX,ð%Á,!,½èè¶,íA•ïX“à—e,ð”jŠü,µ,ÄÅVfo[fWf¶“,ìftf@fCf<,ð•ÒW,·,é,©,Ç,±  
,©,ð'ì,ð,Å,«,Û,·B•ïX“à—e,ð•Ê,ì-¼'O,ìftf@fCf<,É•Û'¶,µ,Ä,©,çAÅVfo[fWf¶“,ìftf@fCf<,ðŠJ,,±  
,Æ,à,Å,«,Û,·B



f{fbfNfX AOffice fAfvfŠfP[fVf†f“,ì¼,ì—v’f,ì•\  
Ž,ÉŽg,í,è,é¼¼¼è,ð’ì’ð,μ,Û,·B,±,ìfŠfXfg,É¼¼,ì¼¼¼è,ð’Ç%Á,·,éèè†,íAMicrosoft Office 2000  
MultiLanguage Pack ,Á¼¼¼è,ðfZfbfgfAfbfv,μ,Û,·B

^è•”,ì Office fRf“f|□[f|f“fg,Á,í□Aft□[fU□[ fCf“f^□[ftfFfCfX,ì¼¼¼è,ì□Ø,è’Ö,ì,ðfTf|□[fg,μ,Ä,ç  
,Û,¹,ñ□B,Û,Æ,ñ,Ç,ìèè□□A f{fbfNfX,ì¼¼¼è,ð—  
L¼¼¼è,É,·,é,É,í□A’ì’ð,μ,½¼¼¼è,ðfTf|□[fg,μ,Ä,ç,é Windows ,ìfo□[fWf†f“,²“ ©□,μ,Ä,ç,é•K—  
v,², ,è,Û,·BOffice ,Á,ì•;□“¼¼¼è,ìfTf|□[fg,ìÚ□×,É,Â,ç,Ä,í□AOffice fAfVfXf^f“fg,Û,½,í□wMicrosoft  
Office 2000 fŠ^□[fX fLfbfg□x,ðŽQ□Æ,μ,Ä,,¾,¾,ç□B

Office fAfVfŠfP[fVf#f" ,ÅŽg,í,é,éfwf<fv fVfXfef€,ìCE¾4CEè,ð'ì'ð,μ,Û,·□BOffice ,Åf□ffj...□[,âf\_fCfAf□fO  
f{fbfNfX,ì•\Žì,ÉŽg,í,é,éCE¾4CEè,Æ"~,¶1CE¾4CEè,Åfwf<fv,ð•\Žì,·,é□è□#,Í□A[(f□ffj...□[,",æ,Ñf\_fCfAf□fO  
f{fbfNfX,Æ"~,¶1)]

,ðfNfŠfbbfN,μ,Û,·□Bfwf<fv,ìCE¾4CEè,ðft□[fU□[ fCf" f^□[ftfFfCfX,ìCE¾4CEè,É□#,í,¹,Ä•ì□X,μ,È,ç  
,Æ□Afwf<fv,ÅŽg,í,é,é□ffj...□[,âf\_fCfAf□fO f{fbfNfX,ì—pCEè,³ft□[fU□[ fCf" f^□[ftfFfCfX,Ä•\  
Žì,³,é,é,à,ì,Æ^è'v,μ,È,,È,è,Û,·□B

Office fAfVfXf^f"fg,È,Ç,ì^è•",ì Office fRf"fj

□[fif"fg,Ä,í□Aft□[fU□[ fCf" f^□[ftfFfCfX,ìCE¾4CEè,ì□Ø,è'Ö,ì,ðftf□[fg,μ,Ä,ç  
,Û,¹,ñ□B,Û,Æ,ñ,Ç,ì□è□#□Afwf<fv,ìCE¾4CEè,ð—LCEø,É,·,é,É,Í□A'ì'ð,μ,½CE¾4CEè,ðftf□[fg,μ,Ä,ç,é Windows  
,ìfo□[fWf#f",ª" @□ì,μ,Ä,ç,é•K—v,ª, ,è,Û,·□B□Ú□x,É,Â,ç,Ä,í□AOffice fAfVfXf^f"fg,Û,½,í□wMicrosoft  
Office 2000 fŠf□[fX fLfbf□x,ðŽQ□Æ,μ,Ä,,¾4,³,ç□B



“ÁŽêfRf”fgf□□[f<,ì•\Ž!,ÉŽg,í,ê,éŒ¼Œê,ð'!ð,μ□A•Ò□W,Å,«,é,æ,æ,É,μ,Û,·□B,½,Æ,ì,î□AWord  
,Å“Á'è,ìŒ¼Œê,ìŽ©“®Œ¼ŒêŒŸ□ð,ð□s,í,È,ç,æ,æ,É,·,é,É,í□A,±,ìf`fFbfN f{fbfNfX,ðfift,É,μ,Ä [Žg—  
p,Å,«,éŒ¼Œê] f{fbfNfX,©,çŒ¼Œê,ð□í□œ,μ,Û,·□BWord ,“,æ,Ñ'¼,ì Office  
fAfvfŠfP□[fVf#f“,ÅŒ¼Œê,ÉŒÅ—L,ì<@“\ (“ú•t,ì□Ž®,È,Ç) ,ðŽg—  
p,μ,È,ç□ê□# ,É,ì,Ÿ□AŒ¼Œê,ð□í□œ,μ,Û,·□B

Office fAfvfŠfP[fVf#f“,đ<N“ ©, .,é,½,Ñ,É□Å□%o,É—  
LCEø,É, .,éCE¾CEêŸ’è,đ’đ,μ,Ü, .□BfCf“fXfg□[f<,³,ê,½CE¾CEê,ì,α,ζ Office ,ÅfTf|□[fg,³,ê,Ä,ç  
,éCE¾CEê,¾, -,đ’đ,Å,«,Ü, .□B,½,Æ,!,î□A%opCEê”Å,ì Office ,đfCf“fXfg□[f<,μ,½□ê□#,í□A•Ä□□A  
%op□’□AfJfif\_□Af|□[fXfgf%ofŠfA,È,Ç,ì□’,ÉCEÅ—L,ì%opCEê,ìfo□[fWf#f“,đ’đ,Å,«,Ü, .□BOffice  
fAfvfŠfP[fVf#f“,đ<N“ ©, .,é,½,Ñ,É□A,±,ìCE¾CEê,ìŸ’è,³,Ü, ,—LCEø,É,È,è,Ü, .□B

Žg—p,Å,«,é'¼,ì Office <@“\□Afrf}f“fh□Afsf\□[fX,ìCE¾CEê,ð•\Ž!,μ,Ü,·□BCE¾CEê,ðfŠfXfg,É'Ç  
%oÁ,·,é,É,í□A[ŽŸ,ìCE¾CEê,ìfRf“fgf□□[f<,ð•\Ž!,μ□A•Ò□W,Å,«,é,æ,π,É,μ,Ü,·]  
f{fbfNfX,ÅCE¾CEê,ðfNfŠfbfN,μ,Ü,·□BCE¾CEê,ð^ê—,©,ç□í□œ,·,é,É,í□Af`fFfbfN  
f{fbfNfX,ðfift,É,μ,Ü,·□B



Žg—p%oÂ"\,Èfc□[f<fo□[,î^ê——,đ•\Ž!,μ,Û,·□Bfc□[f<fo□[,đ•\Ž!,·,é,É,Í□Afc□[f<fo□[,ì-¼'O,ì%o; ,É, ,éf`fFbfj  
N f{fbfNfX,đflf",É,μ,Û,·□Bfc□[f<fo□[,đ"ň•\Ž!,É,·,é,É,Í□A,»,)f`fFbfjN f{fbfNfX,đflft,É,μ,Û,·□B

f{f^f",âf[]fj...[],đ'Ç%Á,Å,«,é[]V,μ,ç<ó,}fc[]f:fo[][,đ[]i[]¬,μ,Û,·[]B

'l'đ,μ,½f†□[fU□[□Ÿ'è,}fc□[f<fo□[,ì-¼'O,đ•ĩ□X,μ,Û,·□B

'l'đ,μ,½f†□[fU□[□Ÿ'è,}fc□[f<fo□[,đ□í□œ,μ,Û,·□B



'l'đ,μ,½fc[]f<fo[],É%Á,!,½•ĭX,đí[]œ,μAŠù'è,ìÝ'è,É-ß,μ,Ü,·□B

Excel ,Å,íAft[fU[é,ìfc[f:fo[,ðfufbfN,É'Ç%Á,μ,Û,·BAccess  
,Å,íAfc[f:fo[,ìfvf[fpfefB,ðŽw'è,μ,Û,·B

f[]fj...[][,ì-¼'O,âŽí—p,É,æ,Á,Ä[]@—[]<sup>3</sup>,ê,½fRf}f“fh,ì<sup>a</sup>—p,ð•\Ž|,μ,Ü,·[]B<sup>a</sup>—p,ðfNfŠfbfN,μ[]A[fRf}f“fh]  
f{fbfNfX,lfRf}f“fh,ì^ê—,ð•ï[]X,μ,Ü,·[]B[‘g,Ý[]ž,Ý,lf[]fj...[][] ,É,lf[]fj...[][,ð•ï[]X,·,é,½,ß,lf[]fVf#f“<sup>a</sup>—  
p^Ó<sup>3</sup>,ê,Ä,ç,Ü,·[]B

[•<sup>a</sup>—b] f{fbfNfX, Å'1'ð, μ, ½•<sup>a</sup>—b, ðfRf}f“fh, ð^ê—, ð•\Ž!, μ, Ü, ·□Bfc□[f<fo□[ÉfRf}f“fh, ð'Ç  
%oÁ, ·, é, É, í□A[ðfRf}f“fh] f{fbfNfX, ©, ç□A□€-Ú, ð'Ç%oÁ□æ, ðfc□[f<fo□[Éfhf%ofbfO, μ, Ü, ·□B

f w f < f v , δ • \check{Z} | , μ □ A f R f } f " f h , ì ' € □ " à — e , δ □ à - 3 / 4 , μ , Ü , • □ B

fRf}f"fh,ì-¼'O,âfAfcfRf",ð•ïX,μ,½,è□A□f□fj...□[,É<«ŠE□ü,ð'Ç%°Á,μ,½,è□A□fRf}f"fh,É•Ê,ìfìvìVf#f",ð'Ç  
%°Á,μ,½,è,μ,Û,·□B

fç[fçfç[fç{f^f",lTfçfY,ð'å,«,μ,ÄÆ©,â,·,μ,Ü,·B

f}fEfX f[fCf“f^,ðfc□[f<fo□[,lf{f^f“,ì□ã,É'u,ç,½,Æ,«□A%œ-Ê,Éf{f^f“-¼,ð•\Ž,μ,Ü,·□B



f{f^f", ìfVf#[]f9f]fbfg fL[], ð•\Žì, μ, Ü, ·B

fRf}f"fh,đfNfŠfbfN,μ,½,Æ,«,ìf[]fj...[][,ì•\Ž!•û-@,đ•ï[]X,μ,Û,·[]B,½,Æ,ì,î[]A[f[]ffj...[][,ì•\Ž!•û-@] ,Å [fXf  
%ofCfh] ,đfNfŠfbfN,·,é,Æ[]A[]f[]fj...[][,·,·,·,·,è-Ž,ì,é,æ,·,É•\Ž!,³,è,Û,·[]B

ft[]fU[][]Ý'è,ìfc[]f<fo[][,đ[][]-,·,é,Æ,«,É-đ-s,Âfwf<fv fgfsfbfN,đ•\Ž|,·,é Office fAfVfXf^f“fg,đ•\ Ž|,μ,Ü,·[]B

ft[fU[é,ìfRf}f“fh,ìé•Ú‘¶,·.éêŠ,đfNfŠfbfN,μ,Ü,·BWord  
,ÅAft[fU[é,ìfRf}f“fh,đ,·,×,Ä,ì•¶‘,ÅŽg—p,Å,«,é,æ,α,É,·,é,É,ÍA[Normal.dot] ,đfNfŠfbfN,μ,Ü,·B

fRf}f"fh□Af}fNf□□AftfHf"fg□A'èĈ^â□AfXf^fCf<□A,Ü,½,Í•p"É,ÉŽg—p,·,é<L□t,ÉfVf#□[fgf]fbfg  
fL□[,đŠ,,è"-,Ä,Ü,·□B

•  $\dot{X}, \delta \cdot \dot{U}^A, \mu, \ddot{A}^A, \pm, \int_C f_A f_O f \{ f_b f_N f_X, \delta \cdot \hat{A}, \mathfrak{A}, \ddot{U}, \cdot \} B$

f{f^f",đ'!đ,μA,»},fRf}f"fh,ìà-¾,đ•Ž!,μ,½,è•ÒW,μ,½,è,μ,Û,·B

ft[fU[é,ìfRf}f“fh,ìé•Ú‘¶,·.éêŠ,ðfNfŠfbfN,μ,Ü,·Bft[fU[é,ìfRf}f“fh,ð,·,×,Ä,ì•¶‘,ÅŽg—  
p,Å,«,é,æ,α,É,·,é,É,íA[Normal.dot] ,ðfNfŠfbfN,μ,Ü,·B



[fRf}f“fh] ,ì^ê—,Å‘l’đ,μ,½fRf}f“fh,É’Ç%Á,·,é□Ý’è,đfNfŠfbfN,μ,Ü,·□B



fç[fçfo[.Æfçfj...[ fRf}f“fh,ì•\Žì,đft[ fU[ [Ÿ'è,.,é,½,ß,lfvfVf#f“,đ'l'đ,μ,Ü,·B

,±,lf`fFfbfN f{fbfNfX,ðflf“,É,μ,Ä [•W□€] fc□[f<fo□[,Æ [□‘Ž@□Ý’è] fc□[f<fo□[,ð•\Ž!,. ,é,Æ□A—  
¼•û,lf□[f<fo□[,âfhfLf...f□f“fg fEfBf“fhfE,ì“˘,¶—ñ,É•\Ž!,³,è,Û,·□B[•W□€] fc□[f<fo□[,Û,½,Í [□‘Ž@□Ý’è]  
fc□[f<fo□[,ª•\Ž!,³,è,Ä,ç,é,©,Ç,κ,©,ð’²,x,é,É,Í□A[•\Ž!;] f□ffj...□[,ì [fc□[f<fo□[ ] ,ðflfCf“fg,μ,Û,·□BÆ»□Ý•\  
Ž!,³,è,Ä,ç,é,·,×,Ä,lf□[f<fo□[,ì%o; ,É□Af`fFfbfN f}□[fN,ª•\Ž!,³,è,Û,·□B

ft[fU[Ÿ'è,μ,½fjff...[ÉAŽg—p•p“x,ì,,čŠî-{"l,ÈfRf}f“fh,đ•\Ž!,μ,Ü,·Bfjff...  
[É,·,×,Ä,lfRf}f“fh,đ•\Ž!,·,éêë±,íA,±,lf`fFbfN f{bfNfX,đfift,É,μ,Ü,·Bf`fFbfN  
f{bfNfX,đfif“,Ü,½,ífift,É,μ,½,Æ,<,ìŸ'è“à—e,íA,·,×,Ä,ì Office fAfvfŠfP[fVf#“,É”½%of,<sup>3</sup>,é,Ü,·B

Š,č,Ä,č,éƒŋff...[Éfŋ[ŋf<,đ'u,č,½,Æ,«,ÉA,μŽžŠÔ,ªCEo%ºß,μ,Ä,©,çŋff...[ÉfRf}f“fh,đ,·,×,Ä•\  
Ž,μ,Ü,·B

f[]fj...[] [fRf]}f“fh,“,æ,Ñfc[][f<fo[] [f{f^f“,đ'ı'đ,·,é,±,Æ,ÅŽ©“@“ı,É•İ[]X,<sup>3</sup>,ê,½f[]fj...[][,ÆfRf]}f“fh,ı•\  
Ž!,đCE<sup>3</sup>,É-ß,μ,Ü,·[]B,±,ıf{f^f“,ı[]A'g,Ý[]ž,Ýfc[][f<fo[][,â<·,·,¬,Äfc[][f<fo[] [f{f^f“,â,·,×,Ä•\  
Ž!,<sup>3</sup>,ê,È,ç[]ê[]#,É[]Afc[][f<fo[] [f{f^f“,đfŠfZfbfg,μ,Ü,·[]B,Ü,½[]A[[]Å<ßŽg—p,μ,½fRf]}f“fh,đ[]Å[]%,É•\  
Ž!,·,é] f`fFfbfN f{fbfNfX,âfif“,É,È,Á,Ä,ç,é,Æ,«,É[]Aft[][fU[][[]Ý'è,μ,½f[]fj...[][,É•\Ž!,<sup>3</sup>,ê,é[]fj...  
[] [fRf]}f“fh,àŠfZfbfg,μ,Ü,·[]B[[]%Šú[]ó'Ö,É-ß,·]  
,đfNfŠfbfN,μ,Ä,à[]Afc[][f<fo[][,ı^É'u,ı•İ[]X,<sup>3</sup>,ê,Ü,<sup>1</sup>,ñ[]B,Ü,½[]A[ft[][fU[][[]Ý'è] f`fCfAf[]fO f{fbfNfX,Ä'Ç  
%oÁ,μ,½f{f^f“,âfRf]}f“fh,à[]í[]œ,<sup>3</sup>,ê,·[]A[]í[]œ[]ı,Ý,ıf{f^f“,âfRf]}f“fh,â'Ç%oÁ,<sup>3</sup>,ê,é,±,Æ,à,·,è,Ü,<sup>1</sup>,ñ[]B

,±,ìfAfvfŠfP□[fVf†f“,Å,ì•Ž!“à—e,“,æ,Ñ‘ε□ì•û-@,đŽw’è,.,é’¼,ìfìfjVf†f“,đ‘đ,μ,Û,·□B



[□Ž®] fc□[f<fo□[.ì [ftfHf“fg] f{fbfNfX,Ü,½,í [fXf^fCf<] f{fbfNfX,È,Ç,ìftfHf“fg,ð•\  
Ž!,·,é{fbfNfX,Å□AŠeftfHf“fg-¼,ðftfHf“fg,ìFTf“fvf<,Æ,μ,Ä•\Ž!,μ,Ü,·□B•W□€  
,ìftfHf“fg,ðŽg,Á,ÄftfHf“fg,ì^ê—,ð,·,î,â,•\Ž!,·,é□ê□#,í□A,±,ì`fFfbfN f{fbfNfX,ðflft,É,μ,Ü,·□Bf`fFfbfN  
f{fbfNfX,ðflf“,Ü,½,íflft,É,μ,½,Æ,<,ì□Ý’è“à—e,í□A,·,x,Ä,ì Office fAfvfŠfP□[fvf#“,É”½%of,<sup>3</sup>,ê,Ü,·□B



□V,μ,ϕfc□[f:fo□[,ì-¼'O,δ"ü—í,μ,Ü,·□B

fc[]f<fo[][,đ•Ů'¶,·,éfef“fvfCE[]fg,Ů,½,Íftf@fCf<,ì-¼'O,đfNfŠfbfN,μ,Ů,·[]Bfc[]f<fo[][,đ Normal.dot  
fef“fvfCE[]fg,É•Ů'¶,μ,Ä,“,Æ[]A•W[]€,É[]V<K[]ì[]¬,μ,½ Word •¶[]',ÅŽg,±,±,Æ,±,Å,«,Ů,·[]B



□V,μ,ϕfc□[f:fo□[,ì-¼'O,δ"ü—í,μ,Ü,·□B



“à—e,âŸ’è,ðfŠfZfbfg,·,éfc[f:fo[<sup>a</sup>•Ú‘¶,<sup>3</sup>ê,Ä,ç,éfhfLj...  
f[f“fg,Ü,½,Ífef“fvfCE[f<sub>g</sub>,ðfNfŠfbfN,μ,Ü,·B,·,×,Ä,ì Word •¶‘,ÅŽg—  
p,·,éfc[f:fo[<sub>g</sub>,ðfŠfZfbfg,·,é,É,íA[Normal.dot] ,ðfNfŠfbfN,μ,Ü,·B





,±,lfjtfjgfEjFfA,žg—p,ÉŮ,μ,Ä,íAZŽŸ,žg—p<‘øCE\_—ň,É“^Ó,μ,Ä,,¾,¾,čB“^Ó,μ,È,čêč,íAOffice  
,lfzfbfjgfAfbfv,đl—<sup>1</sup>,μ,Ů,·B

Žg—p<-‘øŒ\_-ñ,ðfvfšf“f^,Å^óü,μ,Û,·□B

Žg—p<-‘øŒ\_-ñ,É“^-^Ó,·,é□ê□‡,ÉfNfŠfbfN,μ,Û,·□B,±,ìf{f^f“,ðfNfŠfbfN,·,é,Æ□AOffice  
,ìfZfbfgfAfbfv,±□s,μ,Û,·□B

Žg—p<-‘øŒ\_-ñ,É“^-^Ó,μ,È,ç□ê□‡,ÉfNfŠfjfN,μ,Û,·□B,±,ìf{f^f“,ðfNfŠfjfN,·,é,Æ□AOffice  
,ìfZfjfgfAfbfv,³□l-¹,μ,Û,·□B



f□□[fhfA□[fg fefLfXfg,É□Ý'è,·,éftfHf"fg,ðfNfŠfbfN,μ,Ü,·□B'1'ð,μ,½ftfHf"fg,í□Af□□[fhfA□[fg  
fefLfXfg'S'ì,É"K—p,<sup>3</sup>,è,Ü,·□B1 ,Â,ìf□□[fhfA□[fg fefLfXfg,É•;□",ìftfHf"fg,ð□Ý'è,·,é,±,Æ,í,Å,«,Ü,<sup>1</sup>,ñ□B

f□□[fhfA□[fg fefLjXfg,É□Ý'è,·,éftfHf"fg fTjCfY,ðfNfŠfbfN,μ,Ü,·□B'1'ð,μ,½ftfHf"fg fTjCfY,í□Af□□[fhfA□[fg  
fefLjXfg'S'ì,É"K—p,<sup>3</sup>,è,Ü,·□B1 ,Â,ìf□□[fhfA□[fg fefLjXfg,É•;□",ìftfHf"fg fTjCfY,ð□Ý'è,·,é,±  
,Æ,Í,Â,«,Ü,<sup>1</sup>,ñ□B



f[]fhfA[]fg feJfXfg'S'ì,É'¼**Žš**,ì'Ž®,đ'Ý'è,μ,Û,·B

f[]fhfA[]fg feJfXfg'S'ì,ÉŽ'ì,ì'Ž®,đ'è,μ,Ü,·B

f[]fhfA[]fg,lfefLjXfgEø%°Ê,ð[]Ý'è,·,é•¶Žš—ñ,ð"ü—Í,μ,Ü,·[]B**Ctrl + V**fL[][,ð  
%°Ÿ,μ,Ä[]AfNfŠfbvf{[]fh,©,çfefLjXfg,ð"\,è•t,¯,é,±,Æ,à,Å,«,Ü,·[]B



ft[fU[, ì-¼'O, ð"ü—í, μ, Û, ·BOffice fAfvfŠjP[fVf#f", Å, íA[fvf[pfefB] f\_fCfAfO f{fbfNfX ([ftf@fCf<]  
f[fj...[]), É•\Ž|,³,ê,é,±, ì-¼'O,³A•ïX, ì—š—  
ðAftf@fCf<, Ö, ìRf"fg, ì'} "üAft[fU[Ž«'Af}f`f`ft[fU[ ftf@fCf<, ìRfs[. ðŠ], -  
,Æ, «A, Û, ½, ìftf@fCf<, ðŠ], ç, ½, Æ, «, ì'¼, ìft[fU[, Ö, ì'Ê'm, È, Ç, ÉŽg—p,³,ê, Û, ·B

ft[]fU[],lfCjfvfff<,đ“ü—í,μ,Ü,·BOffice fAfvfŠfP[]fVf†f“,Å,í[]AfRf[]f“fg<L[]t,Æ,ç,-  
,Â,©,ì'g,Ý[]ž,Ý,lfCef^[][]A,“,æ,Ñf[]f,<@“\,É,±,lfCjfvfff<,Žg—p,<sup>3</sup>,ê,Ü,·B



## fRf}f“fh fo

Visual Basic ,Åf f f f... [ ,âfc [f<fo [ ,ðfRf“fgf [f< ,é,ì,ÉŽg—p,·,é Afvf fOf%of€%oÂ“\ ,ÈfufWfFfNfg,Å,·B^È%o°,lfAfCfef€,í,·,×,ÄA**CommandBar** flfufWfFfNfg,Å·\,³,è,Ü,·B

- f f f f... [ fo [ Afc [f<fo [ Afvf# [fgf]fbfg f f f f... [
- f f f f... [ fo [ ,Æfc [f<fo [ ,lf f f f... [
- f f f f... [ AfTfuf f f f... [ A, ,æ,Ñfvf# [fgf]fbfg f f f f... [ ,lfTfuf f f f... [



**fRf}f“fh fo[] fRf“fgf[]f<**

f[]fj...[] fo[]Af<[]f<fo[]Af[]fj...[]AfTfuf[]fj...[]AfVf+[]fgfjfbfg f[]fj...  
[],ì'g,Ýž,ÝA,Ü,½,í+[]fU[]Ý'è,)fRf“fgf[]f<,Å,·BfRf}f“fh fo[],É'Ç  
%oÁ,À,«,é+[]fU[]Ý'è,)fRf“fgf[]f<,É,íAf{f^f“AfGfffBfbfg f{fbfNfX[]Afh[]fbfvf\_fEj“  
f{fbfNfX[]AfRf“f{ f{fbfNfX[]AfjfbfvfAfbfv fRf“fgf[]f< (f[]fj...[],âfTfuf[]fj...[],É•Ž!,³,è,éfRf“fgf[]f<)  
,ª, ,è,Ü,·B

**f{f^f" fRf"fgf□□lf<**

fNfŠfbfN,.,é,ÆfRf}f"fh,žÀ□s,³,è,é□Afc□[f<fo□[.lf{f^f",âf□ffj...□[.lf□ffj...□[□€-  
Ú,Å,·□Bfc□[f<fo□[.lf{f^f",Æf□ffj...□[□€-Ú,Å,Í□A"~,¶fvf□pfefB,Æf□fVfbfh,žg—p,³,è,Ü,·□B

f{f^f" fRf"fgf□□lf<,Ífc□[f<fo□[.É□AfAfCfRf",¾,~□AfAfCfRf",ÆfLfffvfVf#f"□A,Ü,½,ÍfLfffvfVf#f",¾,~,Å•\  
Ž!,Å,«,Ü,·□Bf□ffj...□[.Å,Í□AfAfCfRf",ÆfLfffvfVf#f"□A,Ü,½,ÍfLfffvfVf#f",¾,~,Å•\Ž!,Å,«,Ü,·□B

**fRf“f{ f{fbfNfX fRf“fgf□□f<**

f□fj...□[ fo□□Af□□f<fo□□Af□fj...□□AfTfu□fj...□□A,Ü,½,Ívf#□[fgfjfbfg f□fj...

□[,É, ,é□Aft□[fU□[‘è<` ,lfGfffBfbfg f{fbfNfX□Afhf□fbvf\_fEf“

f{fbfNfX□A,Ü,½,ÍfRf“f{ f{fbfNfX,Á,·□Bft□[fU□[‘è<` ,lfRf“f{ f{fbfNfX fRf“fgf□□f<,Á,Í□Af%oofxf<,ì•\Ž!//“ñ•\

Ž!,δ□Ø,è‘Ö,!,é,±,Æ,³,Á,«,Ü,·□Bfc□[f<fo□[,ð%œ-Ê,ì

%oE’[,Ü,½,í□¶[‘,ÉCEÁ‘è,μ,½□ê□#□A,» ,lf□□[f<fo□[,ÉŠÜ,Ü,ê,éft□[fU□[‘è<` ,lfRf“f{ f{fbfNfX fRf“fgf□□f<,í•\

Ž!,³,ê,Ü,¹,ñ□B

[CE³,É-ß,·] f{f^f“ ,È,Ç□A‘½,,ì‘g,Ý□ž,Ý,lfRf“fgf□□f<,àfRf“f{ f{fbfNfX

fRf“fgf□□f<,ÆCE©,È,³,ê,Ü,·□B,½,¾,μ□A,±,ê,ç,ì‘g,Ý□ž,ÝfRf“fgf□□f<,Á,Í□AfRf“f{ f{fbfNfX

fRf“fgf□□f<,ð•Ò□W,·,é,½,ß,lfvf□pfefB,âf□f□fbfh,Í,Ü,Æ,ñ,ÇŽg—p,Á,«,Ü,¹,ñ□B

**f|fbfvfAfbfv fRf“fgf□□lf<**

fNfŠfbfN,·,é,Æf□fjf...□[,ª•\Ž|,³,è,éf□fjf...

□[ fo□[,âfc□[fo□[,ì'g,Ý□ž,Ý,Û,½,Ít□[fU□[ 'è<` ,ìfRf“fgf□□lf<□A, ,é,ç,Íf|fCf“fg,·,é,ÆfTfuf□fjf...□[,ª•\ Ž|,³,è,éf□fjf...□[□Aftfuf□fjf...□[□Afvf#□[fgfjfbfg f□fjf...□[,ì'g,Ý□ž,Ý□A,Û,½,Ít□[fU□[ 'è<` ,ìf□fjf...□[□€- Û,Å,·□B

[ftfHf“fg,ì□F] f{f^f“ ,È,Ç□A'½,,ì'g,Ý□ž,Ý,ìfRf“fgf□□lf<,àf|fbfvfAfbfv

fRf“fgf□□lf<,ÆCE©,È,³,è,Û,·□B,½,¾,μ□A,±,è,ç,ì'g,Ý□ž,ÝfRf“fgf□□lf<,Å,Í□Af|fbfvfAfbfv

fRf“fgf□□lf<,ð•Ò□W,·,é,½,ß,ìfvf□pfefB,âf□fvbfh,Í,Û,Æ,ň,ÇŽg—p,Å,«,Û,¹,ň□B

Visual Basic for Applications (VBA) fvfWfFfNfg,lf}fNf,ì-¼,ÉŽg,í,ê,½Ø-¾,ì-¼'O,đ•Žì,μ,Û,·B

• Ê, Ì Ø<sup>-3/4</sup>, ð ' ð, µ, Ä VBA fvf fWf Ff Nfg, Ì f} fNf, É f f<sup>-1/4</sup>, · é ê f, É Af Nf Š f b f N, µ, Ü, · B

∅-¾, δ" ∫s, μ, ½" F∅<Ç, ì-¼' O, È, Ç, ì∅-¾, ÉŠÖ, ·, é∫Ú∫x, δ•\Žì, ·, é∫ê∫‡, É∫AfNfŠfbfN, μ, Ü, ·∫B

VBA fvfWfFfNfg, ©, cffWf^f<□□-¼, ðíœ, , éê£, ÉAfNfŠfbfN, μ, Ü, ·□B



VBA fvfWfFfNfg, ì-¼, ÉŽg—p, ·, éØ-¾, ì-¼'O, ðŽw'è, μ, Ü, ·B[''ð] , ðfNfŠfbfN, ·, é, ÆA'¼, ìØ-¾, ð''ð, Å, «, Ü, ·B



Web fy[]fW[]AfhfLf...f[]“fg[]A“dŽqf[]f< f[]bfZ[]fW[]A,Ü,½,Íff[]f^ fy[]fW,É“K—p,·,éfe[]f}  
,đ'đ,μ,Û,·[]B

'l'đ,μ,½fe□[f},.lftf“fvf<,đ•\Ž!,μ,Ů,.□B

fXf^fCf<, ",æ,Ñ•\,ì«ŠE□ü,đ'N-¾,È□F,É•İ□X,μ□AfhfLf...f□f"fg,ì" wŒi□F,đ•İ□X,μ,Ü,•□B

fe[f],ÉfAjjf[fVf#f“ fOf%ftfBfbfNfX,aŠÜ,Ü,ê,éêê#f,É,»ê,ð•\Ž!,μ,Ü,·BWeb fuf%ofEfU,Åfy[fW,ð•\ Ž!,·,éÜ,ÉAfAjjf[fVf#f“,ð•\Ž!,Å,«,Ü,·B

Œ»Ÿ'ı'đ,³,ê,Ä,ç,éfe[f],đA[V,μ,ç Web fy[fW[AfhfLf...f[f"fg[A"dŽqf[f< f[fbfZ[fW[A,Ü,½,íf[f^  
fy[fW,ì•W[€,ìfe[f],ÉŸ'è,μ,Ü,·B

'è<`[]ĩ,Ý,lfXf^fCf<,ª“o~^,³,ê,½ŠeŽifef“fvfĚ[]fg,lfTf“fvf<,ª•\Žl,³,ê[]AfhfLf...f[]f“fg,É“K—  
p,·,éfef“fvfĚ[]fg,đ'l'đ,Å,«,Ü,·[]B



«»Ÿ, ìfe[]f}, ì" wEi, ðfhfLj... f[]"fg, Ü, ½, ìftj@fCf<, ì" wEi, ÉŸ'è, µ, Ü, ·B" wEi[]F, ð"K—p, ·, éê[]‡, ÍA, ±  
, ìf`fFfbfN f{fbfNfX, ðfìft, É, µ, Ü, ·B



•\,ì'}"ü

Žw'è,ì-ñ",",æ,Ñs",ì•\,đfhfLf...f"fg,É'}"ü,μ,Û,·B



**%üfy[fW**

f][f<,î^Ê'u,É%üfy[fW,ð}'ü,μ,Ü,·B

**f[]lhfA[]fg**

Office • `‰æfjfufWfFfNfg,ð'}“ü,μ,Ä[]AfefLfXfgÆø%‰Ê,ð[]-μ,Ü,·[]B



•**„Žš, ð<í“™ Š,, è•t, -**

fhfLj...f“fg, ðše□s, ð•**„Žš, ð<í“™ , ÉŠ,, è•t, - , Ü, ·□B**





## Web fCfCfAfEfg

ŀ<Æ't,lfhfLf...fŀf"fg,đ Web ,lfCfCfAfEfg•\Ž!ÉŀØ,è'Ö,!,Ü,·ŀBWeb fuf%ofEfU,Å,ì•\  
Ž!ŀE`Ž®,đŠm"F,μ,È,ª,ç•ÖŀW,·,é,Æ,«,É•Ö—~,Å,·ŀB

**fzf<,l'1'ð**

f[]f<,a'u,©,ê,Ä,ç,éZf<,ð'1'ð,μ,Ü,·B

•\,ìíœ

'l'ð,µ,½•\,ðfhfLf...f“fg, ©,çíœ,µ,Û,·B

□ã,É□s,ð'}“ü

fj□[f\<^Ê'u,ì□ã,É□s,ð'}“ü,μ,Û,·□B•i□”,ì□s,ð'í'ð,μ,½□ê□#,í□A'í'ð,μ,½□s□”,²fj□[f\  
f<^Ê'u,ì□ã,É'}“ü,³,ê,Û,·□B

%º,És,ð}“ü

fj[fj^Ê'u,ì%º,Ås,ð•\,É}“ü,µ,Û,·B•;“,ìs,ð'ð,µ,½èè,ÍA'ð,µ,½s“,ºfj[fj^Ê'u,ì  
%º,É}“ü,³,è,Û,·B

**□□,É—ñ,ð'}“ü**

fj□[f]f<^Ê'u,ì□□,Å—ñ,ð•\,É'}“ü,μ,Û,·□B•;□”,ì—ñ,ð'ì'ð,μ,½□ê□#,í□A'ì'ð,μ,½—ñ□”,³fj□[f]  
f<^Ê'u,ì□□,É'}“ü,³,ê,Û,·□B

**%E,É—ñ,ð'}“ü**

fj[]fj<^Ê'u,ì%EA—ñ,ð•\,É'}“ü,μ,Û,·B•;[]“,ì—ñ,ð'I'ð,μ,½[]ê[]#,íA'I'ð,μ,½—ñ[]“,afj[]fj<^Ê'u,ì  
%E,É'}“ü,³,ê,Û,·B



**fL[f{[fh,]E¾Eè**

fL[f{[fh,]fCfCfAfEfg,ð'¼,]E¾Eè—p,ÉØ,è'Ö,i,Ü,·B%º-î^ó,ðfNfŠfbfN,μ,ÄAŠY—  
,·éE¾Eè,]fL[f{[fh,]fCfCfAfEfg,ð'ð,μ,Ü,·B



•\,lfvf□fpfefB

•\,lfTfCfY□A"z'u□AfefLfXfg,ì□Ü,è•Ô,μ,È,Ç,ì•\,ÉŠÖ,·,é,³,Ü,´,Ü,ÈflfvfVf#f" ,ð□Ý'è,μ□A□s,ì□,,³□A  
%üfy□[fW□Afwfbf\_□[,ÉŠÖ,·,éflfvfVf#f"□A," ,æ,Ñ—  
ň,ì•□□AfZf<,l'â,«,³□A"z'u□A,» ,l'¼,lfZf<,lfifvfVf#f" ,ð□Ý'è,μ,Ü,·□B

'—M

[^ŋæ]A[CC]A[BCC], ðef{fbfNfX, Åžw'è, μ, ½^ŋæ, ÉA“džqf[f< ffbfZ[fW, ð'—M, μ, Ü, ·B

Ä•İŞ•

ftf@fCf<,É“ü—Íİ,Ý,Ì“ú—{CEê,İ•¶Žš—ň,đ,©,È,É-ß,µ,ÄA•İŠ•,µ'¼,µ,Ü,·B“ú—{CEê”Å,Ì MS-IME 98  
^È~•K—v,Å,·BInput Method Editor (IME) ,ÍAMicrosoft •¶ÍZ³fc[f< fLfbfg,Å—~—p,Å,«,Ü,·B

-ÚŽŸftfCE[]f€,ì[]ì[]-

fhfLf...f[]"fg,ìCE©[]o,μ,©,ç-ÚŽŸ,ð[]ì[]-,μ[]AftfCE[]f€ fy[]fW,ì[]¶,ìftfCE[]f€,É"z'u,μ,Ü,·[]B[]¶,ìftfCE[]f€  
,ÁfnfCfp[]fŠf"fN,ðfNfŠfbfN,·,é,Æ[]AfWfff"fV[]æ,ìfhfLf...f[]"fg,ª%°E,ìftfCE[]f€,É•\Ž!,³,è,Ü,·[]B

**ftfCE[f€,lfvf[fpfefB**

-¼'O[A%Šúfy[fW[AfTfCfY[A~gü,lfXf^fCf<,Æ[F[AfXfNf[f: fo[,È,Ç[A'1'ð,μ,½ftfCE[f€  
,ì,³,Ü,´,Û,Èf[fvfVf#f",ðY'è,μ,Û,·B

**□V,μ,ϕ Web fy□[fW**

fhfLj...f□“fg fEfBf“fhfE,É□V,μ,ϕ<ó”’,ì Web fy□[fW,δ□ì□¬,μ,Û,·□B



**V,μ,ϕ“dŽqf[]f< f[]bfZ[]fW**

fhfLj...f[]“fg fEfbf“fhfE,É[]V,μ,ϕ“dŽqf[]f< f[]bfZ[]fW,ð[]ì[]¬,μ[]A“dŽqf[]f< fGffBf^,Æ,μ,Ä Word ,ðŽg  
—p,μ,Ü,·[]B



□V,μ,ϕftf⊆□[f€],ì□ì□¬

□V,μ,ϕftf⊆□[f€ fy□[fW,δ□ì□¬,μ,Ü,·□B

**V,μ,ϕtj€ (ã)**

'I'δ,μ,½tj€ (ã),ÉV,μ,ϕtj€,δì¬,μ,Ü,·B

**V,μ,ϕ** (‰)

'δ,μ,½

**V, μ, cftfCE [f€ (¶¶)**

'I' δ, μ, ½ftfCE [f€, ì¶¶, ÉV, μ, cftfCE [f€, δ¶ì¬, μ, Ü, ·B

□V,μ,çftfCE□[f€ (%oE)

'l'δ,μ,½ftfCE□[f€,ì%oE,É□V,μ,çftfCE□[f€,δ□ì□¬,μ,Ü,·□B

ftfCE[f€,)íœ

'l'δ,μ,½ftfCE[f€,δíœ,μ,Ü,·B





—ñ,ì•□,ðĈĀ'è,-,é

ĈE»□Ý,ì•□,Ā•\,ì—ñ,ðĈĀ'è,μ,Û,·□B

## f` fFfbfN f{fbfNfX

fhfLj...f□“fg”à,ÅfNfŠfbfN,μ,ÄfIf“,Ü,½,ÍfIf,t,É,Å,«,é` fFfbfN f{fbfNfX,ð’}“ü,μ,Ü,·□Bf` fFfbfN f{fbfNfX,Í“Æ  
—š,μ,½fIfvfVf†f“,ì%oi,ÉŽg—p,μ□ACEÝ,ç,É”r”¼“l,Å,È,çfIfvfVf†f“ fOf<□[fv,ÌŠefIfvfVf†f“,Éf` fFfbfN  
f{fbfNfX,ðŽg—p,·,é,±,Æ,à,Å,«,Ü,·□B”r”¼“l,Å,È,çfIfvfVf†f“ fOf<□[fv,Å,Í□A•i□”,If` fFfbfN  
f{fbfNfX,ð”~Žž,ÉfIf“,É,·,é,±,Æ,³,Å,«,Ü,·□B

## fifvfjf# f{f^f

fifvfjf# f{f^f, íA fifvfjf# fOf<[fv, ÉŠÜ, Ü, é, éŸ, ç, É"r¼"l, Èšefifvfjf#, ì%o; ÉŽg—  
p, μ, Ü, ·B"r¼"l, Èfifvfjf# fOf<[fv, Å, íA"žž, É• i", ìfifvfjf#, ð'ð, ·, é, ±, Æ, í, Å, <, Ü, ¹, ñB

**fhf□fbfvf\_fEf“ f{fbfNfX**

fhf□fbfvf\_fEf“ fŠfXfg f{fbfNfX,Å'!δ,Å,«,é□€-Ú,δ•\Ž|,.,éf{fbfNfX,δ'}“ü,μ,Ü,·□B**DisplayValues**  
fvf□pfefB,Å□AfŠfXfg f{fbfNfX,É•\Ž|,.,é□€-Ú,δ“ü—í,μ,Ü,·□B

**fšfXfg f{fbfNfX**

'l'đ,Å,«,é€-Ú,đfšfXfgĈ`Ž®,Å•\

Ž!,,é{fbfNfX,đ'}"ü,μ,Ü,·BfšfXfg,šf{fbfNfX,lfTfCfY,đ' ',l,½éü#,ÍAfšfXfg,đfXfNf[]f<,μ,Ä•\Ž!,³,é,Ä,č  
,É,č'¼,l'đ€-Ú,đ•\Ž!,Å,«,Ü,·B

**fejLfxfg f{fbfNfx**

1 □s,ì•¶Žš—ň,đ“ü—í,Å,«,éfRf“fgf□□[f<,đ’}“ü,μ,Ü,·□B

**fejLfxfg—î^æ**

•i□"□s,ì•qłŽš—ñ,đ"ü—í,Å,«,éfRf“fgf□□[f<,đ’}“ü,μ,Û,·□B



## '—M

'¼, ðftfH[f€ fRf“fgf□□[f<, É“ü—í,³,ê,½ff□[f^,ð'—□M,·,éf{f^f“,ð'}“ü,μ,Ü,·□BftfH□[f€  
,ð□□→,μ,½ê□#,í□A1 ,Â,ì [‘—□M] f{f^f“ (‘—□MfRf“fgf□□[f<) ,Ü,½,í [%œ'œ,Æ^è□□,É'—□M] f{f^f“  
(%œ'œ,Æ^è□□,É'—□MfRf“fgf□□[f<) ,ª•K—v,Â,·□B

**%œ'œ,Æ^è,É'—M**

fNfŠfbfN,μ,Äff[f^,Æ<α,É'—M,·,éfOf%oftfBfbfN,đ•\Ž|,·,éf{f^f“„đ’}“ü,μ,Ü,·BftfH[f€  
,đì□→,μ,½ê□#,í□A1 ,Â,ì [‘—M] f{f^f“ (‘—MfRf“fgf□□[f<),Ü,½,í [%œ'œ,Æ^è□□,É'—M] f{f^f“  
(%œ'œ,Æ^è□□,É'—MfRf“fgf□□[f<),<sup>a</sup>•K—v,Â,·□B,±,lfRf“fgf□□[f<,đ’}“ü,·,é,Æ□A[□},ì’}“ü] f\_fCfAf□fO  
f{fbfNfX,<sup>a</sup>•\Ž|,<sup>3</sup>,ê□A%œ'œftf@fCf<,đ'ìđ,Â,«,Ü,·□BWeb fy□[fW,đ Web  
fT□[fo□[,ÉfRfs□[,·,éèè□#,í□Af{f^f“ fCf□□[fW,àfRfs□[,·,é•K—v,<sup>a</sup>,è,Ü,·□B

## fšZfbfg

ftfH□[f€ fRf“fgf□□[f<,đŠù'è,ì□Ý'è,É-β,μ□AftfH□[f€,É“ü—í,<sup>3</sup>,è,½ff□[f^,đ□í□œ,μ,Ü,·□B

”ň•\Ž;

ftfH□[f€;ì’—□MŽž,Éft□[fU□□,ì‘€□ìŠÂ<«,È,Ç,ì□î•ň,đ Web fT□[fo□□,É“n,·,½,ß,ÉŽg,í,ê,é  
%oB,μfRf“fgf□□[f<,đ’}“ü,μ,Ü,·□BffUfCf“ f,□[fh^ÈŠO,ìf,□[fh,Á,í□A%oB,μ•¶Žš—ň,đ•\Ž!,μ,Ä,†,é,Æ,«,É,±  
,ìfRf“fgf□□[f<,đ•\Ž!,³,ê,Ü,·□B

## fpfXf[]fh

f{fbfNfX,δ'} "ü,μ,Ü,·BfpfXf[]fh,ì•¶Žš,δ"ü—í,·,é,Æ[]AfefLfXfg  
f{fbfNfX,ÉfAfXf^fŠfXfN (\*), ð•\Ž!,³,è,Ü,·B



**"w-Ê**

fhfLj...f"fg,ì"w-Ê,ÉfufWfFfNfg,ð"z'u,µ,Ü,·B

'O-Ê

fhfLj...f"fg,l'O-Ê,ÉfufWfFfNfg,ð"z'u,µ,Û,·B



**fffUfCf" f.[fh**

Web fffUfCf" f.[fh,ÉØ,è'Ö,i,Ü,·B,±,ìf,[fh,Å,íA[Web fc[f<] fc[f<fo[ ,ìfc[f<,đŽg,Á,ÄAWeb  
fy[fWä,Å,ìRf"fgf[f<,ì•ÒW,Ü,½,íì¬,đs,±,Æ,ª,Å,«,Ü,·BWeb fffUfCf" f.[fh,Å,íA,±,ìf{f^f",ª  
[fffUfCf" f.[fh,ì|—¹] ,É•ï,í,è,Ü,·B



**fAfEfgf%ofCf“•\Ž! (Word)**

fAfEfgf%ofCf“Ĉ`Ž® ,Åftf@fCf<□'č,đŠm”F,μ,½,è'€□ì,μ,½,è,Å,«,éfAfEfgf%ofCf“•\  
Ž!,É□Ø,è'Ö,!,Ü,·□Bftf@fCf<,ì“à—e,đ□®—□,μ,½,è□ì□¬,μ,½,è,·,é•K—v,<sup>3</sup>, ,é□è□‡,í□AfAfEfgf%ofCf“•\  
Ž!,Å□ì<Æ,·,é,Æ•Ö—~ ,Å,·□B



• ĩX,đs,í,,Éf\_fCfAf□fO f{fbfNfX,đ•Â,¶,Ü,·□B

'l'đ,μ,½ftf@fCf<□A,Ü,½,lfef“fvfĀ□[fg,lfCf□□[fW,đ•\Ž|,μ,Ü,·□B

„»i¼,lfvfVfj“,đ•Ži,μ,Ü,·B

'l'đ,μ,½fef"fvfĀ[fg,đŠî,ÉV,μ,ċftf@fCf<,đò□¬,μ,Û,·□B



'l'đ,μ,½fef"fvfĀ[fg,đŠî,ÉV,μ,čfef"fvfĀ[fg,đî¬,μ,Û,·B

fej“fvfCE[]fg,đŠí,ÉfhfLf...f[]“fg,đ[]-.,.é,É,íA•K—v,Èfej“fvfCE[]fg,lfAfCfRf“,đf\_fuf<fNfŠfbfN,μ,Ü,·B

'l'đ,μ,½fef"fvfCE□[fg,đŠî,É□V,μ,ϕfhfLf...f□f"fg,đ□□¬,μ,Û,·□B

%op'PCEê,Å'â•ŕŽš,ª 2 •ŕŽš'±, ¯,Ä"ü—Í,³,ê,½□ê□#□A2 "Ô-  
Ú,ì'â•ŕŽš,ð□-•ŕŽš,É•ï□X,μ,Û,·□B,½,Æ,¡,î□AHAppy ,ð Happy ,É•ï□X,μ,Û,·□B

—j“ú,đ•\,•%oρ’PCEê,ìæ“<sup>á</sup>•¶Žš,đŽ©“®“l,É’â•¶Žš,É,μ,Û,•B

“ü—íŽž,É’PĀê,â•¶Žš—ñ,̀fI□[fgfRfĀfNfg,ª□s,í,ê,È,ċ,æ,α,É,·,é,É,í□A[“ü—í’t,ÉfI□[fgfRfĀfNfg] f`fFfbfN  
f{fbfNfX,ðfift,É,μ,Ü,·□B

“ü—íŽž,ÉŽ©“®“l,É□C□³,³,ê,é—ªCEê,â'PCEê,ð“ü—í,μ,Û,·□B,½,Æ,¡,î□A□uhwat□v,Æ“ü—  
í,μ,½,Æ,«,É□A"what" ,ÆŽ©“®“l,É'u,«Š·,¡,ç,ê,é,æ,ϣ,É,·,é,É,í□A[□C□³•¶Žš—ñ]  
f{fbfNfX,É□uhwat□v,Æ“ü—í,μ,Û,·□B

[□C□³•¶Žš—ñ] f{fbfNfX,Æ [□C□³CEã,i•¶Žš—ñ] f{fbfNfX,É•\Ž|,³,ê,Ä,č,éfl□[fgfRfCEfNfg□€-Ú,đ'Ç  
%oÁ,Ü,½,í'uŠ,μ,Ü,·□B



^ê—,Å'1'δ,³,ê,½fI□[fgfRfCEfNfg□€-Ú,δ□í□œ,μ,Ü,·□B

□C□³,³,ê,é'PCEê,â—ªCEê□A,¨,æ,Ñ,»ê,Æ'u,«Š,!,ç,ê,é'PCEê,â<L□t,ª•\Ž|,³,ê,Û,·□B

[□C□³•¶Žš—ñ] f{fbfNfX,ì□€-Ú,Æ'u,«Š.,l,é'PCEê,â<L□†,ð“ü—Í,μ,Û,·□B

f[]fgfRfCEfNfg,ì'û,©,ç,í,,·'PCEê,â—<sup>a</sup>CEê,đ“o~^,μ,½,è[]A,»,'ê—,đ•\Ž|,μ,½,è,μ,Û,·[]B

Še•¶, ìÅ%o, ì'PCEê, ìæ“•¶Žš, đŽ©“®“l, É'â•¶Žš, É, μ, Û, ·Bfì[fgfRfCefNfg, ì'îÛ, ©, ç, í, , ·'PCEê, â—  
æCEê, đ“o~^, ·, é, É, íA[—áŠO^—] , đfNfŠfbfN, μ, Û, ·B

“ü—íŽž,ìĚë,Á,½ **CapsLock** fL[][,ìŽg—p,đŽ©“®“l,É[]C[]³,μ,Û,·[]B

“Á’è, ì—<sup>³</sup>Æê, ìÆǎ, è, É“ü—Í, μ, ½’PÆê, <sup>³</sup>Ž© “®“l, É’â • ¶Žš, É•İX, <sup>³</sup>ê, È, ç, æ, x, É, ·, é, É, ÍA, »), ì—<sup>³</sup>Æê, ðfşfšfşfşh, àŠÜ, ß, Ä“ü—Í, μ, Ü, ·B, ½, Æ, ð, ÎA uetc. v, Æ“ü—Í, ·, é, ÆA"etc." , ìÆǎ, É“ü—Í, <sup>³</sup>ê, ½’PÆê, ÍAŽ© “®“l, É’â • ¶Žš, É•İX, <sup>³</sup>ê, Ü, <sup>1</sup>, ñB

f[]lfgfRfCEfNfg,ì'î[]Ù,©,ç,í,,·'PCEê,â—ªCEê,ì^ê—,É[]€-Ú,ð'Ç%Á,Û,½,Í'uŠ·,μ,Û,·[]B



'I'δ,μ,½€-Ú,δíœ,μ,Û,·B

Āă,ĕ,É“ü—Í,μ,½'PĒĒ,āŽ©“®“l,É'ā•ŕŽš,É•ĪX,<sup>3</sup>,ĕ,Ē,č,æ,κ,É,μ,½—āĒĒ,ā•Ž|,<sup>3</sup>,ĕ,Ü,·□B

f[]fgrfRfCFNfg,î'[]Û,©,ç,Í,,·'PCEê,â—ªCEê,ð“ü—Í,µ,Û,·[]B

f[]lfgfRfCEfNfg,ì'û,©,ç,í,,·'PCEê,â—<sup>a</sup>CEê,<sup>a</sup>·\Ž|,<sup>3</sup>,ê,Û,·□B

ftf@fCf<,lŽí—p,đŽl,μ,Ů,·□B

ftf@fCf<,ì-¼'O,đŽ|,μ,Ü,·□B

ftf@fCf<,lŽí—b,đŽl,μ,Ů,·□B

ftf@fCf<,ª•Û'¶,³,ê,Ä,ç,éfhf%oofCfu,âftfHf<f\_,-¼'0,ðŽ|,µ,Û,·□B



ftf@fCf< fTfCfY,đŽ!,μ,Ü,·□B

MS-DOS fAfvfŠfP□[fVf†f“,ĂŽg,¤,±,Æ,ì,Ā,«,éĚ`Ž®,Āftf@fCf<-¼,đŽ!,μ,Û,·□B

ftf@fCf<,ªÅ%º,É•Û‘¶,³,ê,½“úŽž,ðŽ!,µ,Û,·B

ftf@fCf<,iÅi•Ů‘ŕ“úŽž,đŽ!,μ,Ů,·B

ftf@fCf<, ¢ÅŒă, ÉŠJ, ©, ê, ½"ú, đŽı, μ, Ü, ·B

“Ç,ÝŽæ,èê—p,âfA[fjffCfu,È,Ç,}ftf@fCf<,ì’@«,ª•\  
Ž|,³,è,Û,·Bftf@fCf<,ì’@«,ð•İX,·,é,É,íAfGfNfXfvf[f%oo,ðŽg,Á,Äftf@fCf<,ðÆÿð,μAftf@fCf<-  
¼,ðf}fEfX,ì%oEf{f^f”,ÅNfŠfbfN,μAfVf#f[fqfjfbfg f[fj...[.ì [fvf[pfefB] ,ðfNfŠfbfN,μ,Û,·B

ftf@fCf<, ìĒŸ□đ, ÉŽg, ʌf^fCfɡf<, đ“ü—í, μ, Ü, ·□Bf^fCfɡf<, í□Aftf@fCf<-¼, Æ“^, ¶, Å, , é•K—v, í, , è, Ü, ¹, ñ□B

ftf@fCf<,lfTfuf^fCfjf<,đ“ü—í,μ,Ü,·□B,±,lfvf□fpfefB,đŽg,Á,Ä“~Ĉen—ñ,iftf@fCf<,đfOf<□lfv  
%o»,·,é,Æ□Aftfuf^fCfjf<,đ“~ ,iftf@fCf<,đ,·,x,ÄĈÿ□đ,·,é,±,Æ,đ,Å,«,Ü,·□B



□□-ŽÒ,đ•ĭ□X,·,é,É,Í□AŠù'¶,ĭ-¼'O,đ□í□œ,μ□A□V,μ,ç-¼'O,đ"ü—Í,μ,Ü,·□B

,±,lfvf[]pfefB,đŽg,Á,Ä“~Єn—ñ,lfjf@fCf<,đfOf<[]fv%o>,,é,Æ[]AŠÇ—[]ŽÒ-  
¼,²“~,lfjf@fCf<,đ,·,×,ÄЄŸ[]đ,·,é,±,Æ,²,Å,«,Ü,·[]B

,±,lfvf[]pfefB,đŽg,Á,Ä“~CEn—ň,lfjf@fCf<,đfOf<[]fv%o>.,é,Æ[]A%oiŽĐ-  
¼,²“~,lfjf@fCf<,đ,·,×,ÄCEŸ[]ö,·,é,±,Æ,²,Å,«,Ü,·[]B

,±,lfvf[]pfefB,đŽg,Á,Ä“~CEn—ň,lfjf@fCf<,đfOf<[]fv%o>.,,é,Æ[]A“~,¶•ª—  
p,É’®,.,éftf@fCf<,đ,.,x,ÄCEŸ[]ö,.,é,±,Æ,ª,Å,«,Ü,·B

ftf@fCf<, ìŒŸð, ÉŽg, ɤfL[fh, ð“ü—í, μ, Ü, ·B

ftf@fCf<, ìŒÿð, ÉŽg, ʌfRf“fg, ð“ü—í, μ, Û, ·B

□ ð ÷ Æ ' † , ì f t j @ f C f < , É " Y • t , <sup>3</sup> , ê , Ä , ç , é f e f " f v f C E □ [ f g , ì - ¼ ' O , ð Ž ! , μ , Ü , · □ B

[ftf@fCf<,đš],) f\_fCfAf□fO f{fbfNfX,Å,lfvfCEfjf...□[-p,É□Aftf@fCf<,ì 1 fy□[fW-Ú,ì□},đ•Û'¶,μ,Û,·□B,±  
,lf`fFfbfN f{fbfNfX,đfjf“,É,·,é,Æ□Aftf@fCf<,ìTfCfY,â'□%oÁ,μ,Û,·□B



»Ÿ,lfhfLf...f“fg,É’}“ü,<sup>3</sup>,ê,½fnfCfp[]fŠf“fN,Å[]AŠî“\_,Æ,È,éfAfhfCEfX,<sup>a</sup>“,¶,·,×,Ä,lfnfCfp[]fŠf“fN,ÉŽg  
—p,·,épfX,Ü,½,í URL ,đ“ü—í,μ,Ü,·[]Bhttp://www.example.microsoft.com ,È,Ç,lfCf“f^[]fjfbfg  
fAfhfCEfX[]Ac:\personal\documents ,È,Ç,lfh[]fh fffBfXfN[]ă,lfHf<f\_,lfpfX[]A,Ü,½,í \\server1\public\  
documents ,È,Ç,lfjfbfgf[]fN[]ă,lfHf<f\_,lfpfX,đ“ü—í,μ,Ü,·[]B

ftf@fCf<,ª□□-³,ê,½“úŽž,đŽ!,µ,Ü,·□B

ftf@fCf<,ìÅ[]^6[]ú“úŽž,đŽ!,μ,Ü,·[]B

ftf@fCf<,ìXVŽÒ,đŽ!,μ,Ü,·B

ftf@fCf<,â•U‘ŕ,³,ê,½%oň“,ðŽı,μ,Û,·□B

ftf@fCf<,³ïï-³,ê,Ä,©,ç□A•Ô□W,ì,½,ß,ÉŠJ,©,ê,Ä,ç,½ŽžŠÔ,ð•²P^Ê,ÅŽ|,μ,Û,·□B

Word ftf@fCf<,l'PCEê",È,ÇAî<Æ't,lf@fCf<,ÉŠÖ,·,éÚ×î•ñ,đŽ!,μ,Û,·B

Excel ,}f}fNf fV[fq-¼,â Word ,ì©©o,μ,È,ÇAftf@fCf<,ì\Ñ¬—v'f,ðŽ!,μ,Û,·BWord ,ì©©o,μ,ð•\  
Ž!,·,é,É,í [ftf@fCf<,ìŠT—v] f^fu,ì [fvfÇfjf...[.ì],ð•Û'¶!,·,é] f`fFfbfN f{fbfNfX,ðfif“,É,μ,Û,·B



fvf□pfefB,ì-¼'O,đŽw'è,μ,Û,·□B

Žg—p,·,éft□[fU□[□Ý'è,]fvf□fpfefB,ìŽí—p,đ'è<` ,μ,Ü,·□B['] f{fbfNfX,É“ü—Í,·,é'l,É'í%ž,μ,½fvf□fpfefB,ìŽí  
—p,đ'è<` ,·,é•K—v,<sup>a</sup>, ,è,Ü,·□B,½,Æ,!,î□A['] f{fbfNfX,É“ú•t,đ“ü—Í,·,é□é□‡,í□A[Ží—p] f{fbfNfX,ì [“ú•t]  
,đfNfŠfbfN,μ,Ü,·□B

[Ží—b] f{fbfNfX,ÅŽw'è,μ,½Ží—b,É'í%ž,μ,½fvf□fpfefB,ì'l,ð“ü—í,μ,Ü,·□B,½,Æ,ì,î□A[Ží—b] f{fbfNfX,ì  
[□“Žš] ,ðfNfŠfbfN,μ,½ê□‡,í□A['l] f{fbfNfX,É 9 ,È,Ç,ì□“l,ð“ü—í,μ,Ü,·□B

Word ,lfufbfNf}[]fN,â Excel ,lfZf<-¼,È,Ç[]Aftf@fCf<“à,ì“Á’è,ì“à—  
e,Éft[]fU[][]Y’è,ìfvf[]pfefB,ðfŠf“fN,μ,Ü,·[]B

[Ží—p] f{fbfNfX, Å [—L<sup>-3</sup>] ,đ'đ,μ,½□ê□‡,í□A[—L] ,Ü,½,í [-<sup>3</sup>]  
,đNfŠfbfN,μ□Afvf□pfefB,Æ,μ,Ä□Ý'è,μ,Ü,·□B

'è<` ,μ,½ft□[fU□[□Ý'è,ìfvf□fpfefB,ð [^ê——] f{fbfNfX,É'Ç%Á,μ,Û,·□B'Ç  
%Á,μ,½ft□[fU□[□Ý'è,ìfvf□fpfefB,ð'l'ð,·,é,Æ□A,±,ìf{f^f"-¼,Í [·ï□X]  
,É,È,è,Û,·□Bfvf□fpfefB,ì·ï□X,ð·Ù'¶,·,é,É,Í□Afvf□fpfefB,ì"à—e,ð·ï□X,μ□A[·ï□X] ,ðfNfŠfbfN,μ,Û,·□B

[^ê—] f{fbfNfX,Å'!δ,³,ê,½fvf□fpfefB,ðí□œ,μ,Û,·□B

Word ,lfufbfNf}[]fN[]AExcel ,lfZf<-¼[]APowerPoint ,l'í'ð,³,ê,½fefLjXfg,È,Ç[]Aftf@fCf<,l'Á'è,l'à—  
e,Éft[]fU[][]Y'è,ljvf[]fpjefB,ðfŠf"fN,μ,Ü,·[]B["à—e,ÉfŠf"fN] f`fFjbfN f{fbfNfX,í[]Aftf@fCf<"à,Á"Á'è,l'à—  
e,²'è<`³,ê,Ä,ç,é[]ê[]‡,l,ÝŽg—p,Á,«,Ü,·[]B,±,lfjvfVf‡f" ,í[]AAccess ,Á,íŽg—p,Á,«,Ü,¹,ñ[]B



ft[]fU[][]Y'è,lfvf[]pfefB,ì-¼'O[]A'I[]A," ,æ,ÑŽí—p,<sup>a</sup>•\Ž|,<sup>3</sup>,ê,Ü,·[]B,Ü,½[]Aftf@fCf<"à,ì"Á'è,ì"à—  
e,ÉfŠf"fN,<sup>3</sup>,ê,Ä,ç,éfvf[]pfefB,ì%oo;É,í[]A[]½,lfAfCfRf",<sup>a</sup>•\Ž|,<sup>3</sup>,ê,Ü,·[]B

ftf@fCf<,đfRfs[][,·,é Exchange ftfHf<f\_,đ'l'đ,μ,Ü,·□Bftf@fCf<,đ Exchange  
ftfHf<f\_,ÉfRfs[][,·,é,Æ□Aftf@fCf<,lfvf□pfefB,đŽg,Á,Ä□AExchange ,â Outlook ,Åftf@fCf<,ì·\Ž!□AfOf<□[fv  
%oo»□A•ª—P□A,Ü,½,Í•À,x'Ö,!,È,Ç,ª□s,!,Ü,·□B



fsf{fbfgfe[]fuf<,Ü,½,ísf{fbfgfOf%oft,ìfCEfCfAfEfg,ì[]},É[]A•\Ž!,·,éftfB[]f<fh,đfhf%fbfO,μ,Ü,·[]B

l'fB[f<fh,ì'Ç%Á] f{fbfNfX,ì-î^ó,đfNfŠfbfN,μ,Ä□AŽg—p,Å,«,é'¼,l'fB[f<fh,đ•\Ž!,μ,Ü,·□B



## fsf{fbfgfOf%oft

□ì<Æ't,ìfsf{fbfgfe□[fuf< fCEf|□[fg,ì•\Ž|,đ"½%of,·,éfsf{fbfgfOf%oft fCEf|□[fg,đ 1  
%oň,ìŽè□‡,Å□ì□-,μ,Ü,·□B,±,ì•û-@,ÅfOf%oft,đ□ì□-,·,é,Æ□Afsf{fbfgfe□[fuf< fCEf|  
□[fg,ìfCEfCfAfEfg,©,çftfB□[f<fh,ì^Ê'u,ª"»'f,³,ê,Ä□A□í,Ý□ă,°□c-\_fsf{fbfgfOf%oft fCEf|□[fg,ª□V,μ,†fOf%oft  
fV□[fg,ÉŽ©"@"I,É□ì□-,³,ê,Ü,·□B

**ftfB[f<fh,ì•Ž!;/ftfB[f<fh,ð•Ž!,μ,È,¢**

[fsf{fbfgfe[fuf<] fc[f<fo[ä,ìAfsf{fbfgfe[fuf< ftfB[f<fh,Û,½,ífsf{fbfgfOf%oft ftfB[f<fh,íf{f^f“,ì\ Ž!,Æ”ñ•Ž!,ð∅,è’Ö,ì,Û,·Bfsf{fbfgfe[fuf< fCf[fg,Å,íAfCfCfAfEfg—p,ì~gü,“,æ,Ñf%ofxf<,ì\ Ž!,Æ”ñ•Ž!,à∅,è’Ö,ì,Û,·B





## □V,μ,ϕ Web fNfGfŠ

Web fy□[fW,ìfe□[fuf<,Ü,½,í□'Ž@□Ý'è,<sup>3</sup>,é,½fuf□fbfN,É, ,é•¶Žš—ñ,Ü,½,íff□[f^,đŽæ,è□o.□V,μ,ϕ Web fNfGfŠ,đ□i□¬,μ,Ü,·□BŽæ,è□o,·ff□[f^,É,í□AGIF %œ'œ,È,Ç,ì□},ÍŠÜ,Ü,é, ,□AfXfNfŠfvg,ì"à— e,àŠÜ,Ü,é,Ü,<sup>1</sup>,ñ□B



•¶Žš—ñ,ì•,É¶,í,<sup>1</sup>,é

“ü—í,μ,<sup>1/2</sup>•¶Žš—ñ,ì•,É¶,í,<sup>1</sup>,Ä¶A•\,ì—ñ•,đŽ©“®'²¶®,μ,Ü,·¶B

**fEfBf“fhfE fTfCfY,É†,í,¹,é**

Web fuf%ofEfU,lfEfBf“fhfE,ÉŽù,Ü,é,æ,π,ÉA•\,lfTfCfY,đŽ©“®•ïX,μ,Ü,·BWeb fuf  
%ofEfU,lfEfBf“fhfE,lfTfCfY,ª•ï,í,é,ÆA,»,é,É†,í,¹,Ä•\,lfTfCfY,àŽ©“®'²®³,é,Ü,·B

**fsf{fbfgfOf%oft ftfB[]f<fh f{f^f",đ•\Ž!,μ,È,č**

fsf{fbfgfOf%oft fCEf[]fg,ì,.,x,Ä,łtfB[]f<fh f{f^f",ì•\Ž!,Æ"ñ•\Ž!,đ∅,è'Ö,ı,Ü,·BftfB[]f<fh f{f^f",đ•\Ž!,μ,È,č,Æ[]AfOf%oft,łTfCfY,â'â,«,.,È,è,Ü,·B,Ü,½[]AfOf%oft,đ'¼[]Ú'€[]i,Å,«,.,È,è,è,Ü,·BftfB[]f<fh f{f^f",đ•\Ž!,.,É[]AftfB[]f<fh f{f^f",l-¼'O,ÄŽ·É,³,è,½fOf%oft—v'f,Éf%ofxf<,đ•t,¯,é,É,í[]AfOf%oft,ÉŽ^fCfY,Ü,½,ífefLfxfg f{fbfNfX,đ'Ç%oÁ,μ,Ü,·B

**fNf%ofCfAf“fg fT□[fo□L,ì□Ý’è**

OLAP ff□[f^fx□[fX,ìCE³ff□[f^,©,ç□ì□¬,μ,½fsf{fbfgfe□[fuf< fCEf|□[fg,“,æ,Ñfsf{fbfgfOf%oft fCEf|□[fg,ìfNf %ofCfAf“fg fT□[fo□L,ì□Ý’è,đŽw’è,μ,Û,·□BfIf“f%ofCf“ fLf...□[fu ftj@fCf<,ì□ì□¬□AŠù‘¶,ìfIf“f%ofCf“ fLf... □[fu ftj@fCf<,ì□C³□AfT□[fo□[ ff□[f^fx□[fX,Û,½,ìfLf...□[fu ftj@fCf<,Ö,ìfCEf|□[fg,ì□Ú’±,đ□s,¤□é□#,É□A,± ,ìfRf}f“fh,đŽg—p,μ,Û,·□B





Ú×ff[f^,i•\Ž!

fsf{fbfgfe[fuf< fCef|f|fg,Å,ÍA'I'ð,μ,½fZf<,ÉÚ×ff[f^,ª'¶Y',,é,Æ,«,ÉÚ×ff[f^,ð•\Ž!,μ,Ü,·B

fsf{fbfgfOf%oft fCef|f|fg,Å,ÍA'I'ð,μ,½ftfB[f<fh,Ü,½,ÍfAfCfe€  
,ÉÚ×ff[f^,ª'¶Y',,é,Æ,«,ÉÚ×ff[f^,ð•\Ž!,μ,Ü,·B

fAfEfjf%ofCf“,ªY'è,³,è,½f[fNfV[f|fg,Å,ÍA'I'ð,μ,½WCEv[s,Ü,½,ÍWCEv—ñ,ì”ñ•\  
Ž!,iÚ×[s,Ü,½,ÍÚ×—ñ,ð•\Ž!,μ,Ü,·B



“æ”“á,É^Ú”®

‘l’ð,μ,½ff[f^ ftfB[f<fh,ð—ñ,ìæ“á,É^Ú”®,μ,Ü,·B[æ“á,É^Ú”®],íA•i”,ìff[f^ ftfB[f<fh,ðfsf{fbfgfe[fuf<,}fCfCfAfEfg},Éfhf%ofbfO,·,éêê‡,É,ì,ÝŽg—p,Å,«,Ü,·B

1 ,Äã,lfxf<,Ö^Ú“®

'l'ð,µ,½ff[f^ ftB[f<fh,ð 1 ,Äã,lfxf<,É^Ú“® ,µ,Ü,·B[1 ,Äã,lfxf<,Ö^Ú“®] ,íA•i“ ,iff[f^ ftB[f<fh,ðfsf{fbfgfe[fuf<,lfCfAfEfg} ,Éfh%°bfO,·,éê±,É,ì,ÝŽg—p,Ä,«,Ü,·B

%º,É^Ú“®


'l'ð,µ,½ff[]f^ ftfB[]f<fh,ð 1 ,Â%º,}fCfxf<,É^Ú“® ,µ,Û,·B[%º,É^Ú“®] ,íA•i[] ,}ff[]f^ ftfB[]f<fh,ðfsf{fbfgfe[]fuf<,}fCfCfAfEfg[] ,Éfhf%ºbfO,·,é[]ê[]‡,É,ì,ÝŽg—p,Å,«,Û,·B

--"ö,É^Ú"®

'l'δ,μ,½ff□[f^ ftfB□[f<fh,δ—ñ,ì--"ö,É^Ú"®,μ,Û,·□B[--"ö,É^Ú"®] ,í□A•i□",)ff□[f^ ftfB□[f<fh,δfsf{fbfgfe□[fuf<,)fCfCfAfEfg□},Éfhf%ofbfO,·,é□ê□‡,É,ì,ÝŽg—p,Å,«,Û,·□B




## ff[]f^ ftfB[]f<fh,lfAfcRf“

ftfB[]f<fh,ìŽí—p,đŽí,μ,Ü,·BOLAP ff[]f^fx[]fX,ìCE³ff[]f^,©,ç[]i[]¬,μ,½fsf{fbfgfe[]fuf< fCEf}  
[]fg,¨,æ,Ñfsf{fbfgfOf%oft fCEf|[]fg,ìê[]#[]A[fsf{fbfgfe[]fuf<} fc[]f<fo[][,À-¼'O,ì%oi,É  ,ª•t,ç  
,½ftfB[]f<fh,lf[]f^ ftfB[]f<fh,Æ,μ,Ä,μ,©Žg—p,Ä,«,Ü,¹,ň[]B



**fffBf□f“fVf+f” ftfB□[f<fh,ìfAfcRf“**

ftfB□[f<fh,ìŽí—p,đŽí,μ,Ü,·□BOLAP ff□[f^fx□[fX,ìCE³ff□[f^,©,ç□ì□¬,μ,½fsf{fbfgfe□[fuf< fCEf] □[fg,¨,æ,Ñfsf{fbfgfOf%oft fCEf]□[fg,ìê#□A[fsf{fbfgfe□[fuf<] fc□[f<fo□[,À-¼'O,ì%oi,É  ,ª•t,ç ,½ftfB□[f<fh,ì□Afsf{fbfgfe□[fuf< fCEf]□[fg,À,ì□sftfB□[f<fh□A—ñftfB□[f<fh□Afy□[fW ftfB□[f<fh,Æ,μ,À□Afsf{fbfgfOf%oft fCEf]□[fg,À,ìCEn—ñftfB□[f<fh□A□€-ÚftfB□[f<fh□Afy□[fW ftfB□[f<fh,Æ,μ,À,μ,©Žg—p,À,«,Ü,¹,ñ□B



**[Web fCfCfAfEfg•Ž!]**

•\Ž!f, [fh,đ Web ,lfCfCfAfEfg•Ž!,É∅,è'Ö,!,Ü,·BWeb fuf%ofEfU,Å,ì\ Ž!CE`Ž® ,đŠm" F,μ,È,ª,ç•ÖW,·,é,Æ,«,É•Ö—~,Å,·B

[fAfEfgf%ofCf“•\Ž:]

fAfEfgf%ofCf“Ĉ`Ž®,Åftf@fCf<□\‘č,đŠm”F,μ,½,è‘€□ì,μ,½,è,Å,«,é fAfEfgf%ofCf“•\  
Ž!,É□Ø,è‘Ö,!,Ü,·□Bftf@fCf<,ì“à—e,đ□®—□,μ,½,è□ì□¬,μ,½,è,·,é•K—v,<sup>3</sup>, ,é□è□‡,í□A fAfEfgf%ofCf“•\  
Ž!,Å□ì<Æ,·,é,Æ•Ö—~ ,Å,·□B

**[Fax ,i^f[æ]**

∅\<Æ'+,i•f[æ],øftf@fNfX,Å'—∅M,μ,Ü,∅BFAX '—•t∅óEfEfBfU∅[fh,É•\Ž!,³,é,éŽwŽ!,É∅],Á,Ä∅AŠÈ'P,É FAX '—  
•t∅ó,ø∅i∅→,Å,«,Ü,∅B

[fOf<[fv•¶□',ì•\Ž!]

fAfEfGf%oofCf“ f,□[fh,ÆfOf<[fv•¶□',ì•\Ž!,ð□Ø,e'Ö,!,Ü,·□B

**[%°ü] ([Ž®Ý'è] fc[f·fo[])**

'I'đ,μ,½•ŕŽš—ñ,É%°ü,ìŽ®,đÝ'è,μ,Û,·B'I'đ,μ,½"íí,ÉŠù,É%°ü,ª^ø,©,ê,Ä,č,éê#;íA  
%°ü,ìŽ®,ª%đœ,<sup>3</sup>,ê,Û,·B

[f<fr]

'l'δ,μ,½•¶Žš—ñ,É,Ó,è,à,È,δ•t,¯,Ü,·□B



[^í,ç•ŕŽš]

'l'ð,µ,½•ŕŽš,ižü^í,ð>,â ,Å^í,Ý,Ü,•B

[[c't%oi]]

□c□',<,ì•¶□',Å□A□"Žš,È,Ç,ì"¼Šp•¶Žš,ð%oi'g,Ý,É,μ,Ü,·□B

[‘g,Ÿ•Źš]

•Źš—ñ,đ‘g,Ÿ•Źš,É,μ,Û,·B6 •Źš^È“à,ì•Źš—ñ,đžw’è,μ,Û,·B

**[Š,,']**

1 [s,ð•š,,μ,Ä 2 [s,ì•š—ñ,ð•ž!,μ,Ü,·B6 •š^èš,ì',ç•š—ñ,ð'g,p,Æ,«,Éžg,ç,Ü,·B

[•ÒW<L□t,ì•\Ž!/"ñ•\Ž!]

f^fu•¶Žš□A'i—Ž<L□t□A%oB,μ•¶Žš,È,Ç,ì^ó□ü,<sup>3</sup>,é,È,ϕ•¶Žš,ð•\Ž!,μ,Ü,·□B

[“ú- {Āē“ü—íŽ«□', Ö, ì'PĀē“o~^]

Āē»□ÝŽg—p, μ, Ä, φ, é“ú- {Āē“ü—íVfXfefē, ì'PĀē, Āē—p—á, ð“o~^, , éf\_fCfAf□fO f{fbfNfX, ð•\  
Ž!, μ, Ü, ·□B'PĀē, Āē—p—á, ì“o~^, Āē, í□A, ©, ÈŠ, žŽš•İŠ, ìĀē—!, ð□ă, °, é, ½, ß□A•p”É, ÉŽg—p, , éĀ—L-  
¼ŽĀ, â□nĀē, ð•İŠ•Ž«□', É“o~^, , é'€□ì, Ā, ·□B

**[fOjŠfbfhü] ([•\Ž:] fffj...[])**

•`%æf|fufWfFfNfg,đ'μ,|,é•`%æfOjŠfbfh,ì•\Ž|,Æ"ñ•\Ž|,ð∅,è'Ö,|,Ü,·B•`%æfOjŠfbfh,Æ,ÍA•`%æ  
—l^æ'S'í,ÉY'è,<sup>3</sup>,è,Ä,ç,éŠiŽq,ì,±,Æ,Å,·B

**[<r'>] ([']“ü] fffjff...<D)**

fj[fj^Ê'u,ÉA<r'>,Ü,½,Í•¶--<r'>,ð'}“ü,µ,Ü,·<B<r'><L<t>,ìŽí—  
P<A<r'>“Ô<t>,ì•t,¯•ú<A<Ž@,“,æ,Ñ”z'u,ðŽw'è,·,é,±,Æ,à,Å,«,Ü,·<B



[V,μ,φ·`%ælfufWfFfNfg]

Microsoft Draw ,δ<N“® ,μ,Ä·`%ælfufWfFfNfg,δ̀̀μ,Ü,·B

["s, ©, μ]

• ¶□', ì" wⒺi, É"s, ©, μ, ì • ¶Žš—ñ, ð'} "ü, μ, Ü, ·□B

[^ê'¾~Yfwf<fv]

^ê'¾~Y, ©, ç^ú□s, μ, ½ft□[fU□[.ì, ½, ß, ìfwf<fv, ð•\Ž!, μ, Ü, ·□B

[•\<L,ì,ä,êf`fFfbfN] ([fc□[f<] f□ffj...□I)

•¶□'†,ì•¶Žš—ň,đ'Š□o,μ□A•\<L,ì,ä,ê,đf`fFfbfN,μ,Ü,·□B

[^í,Ýü] ([^Ž@^é] fc[f·fo])

'l'δ,μ,½•qŽš—ñ,ìŽü^í,É^í,Ýü,δ^ø,«,Ü,·B

[•ŋžš,ì-ô,©,̄] ([fç[f<] fffj...[l])

'l'ð,μ,½•ŋžš-ñ,É-ô,©,̄,ðý'è,μ,ü,·B

[,Í,ª,«^¶-¼^óü] ([fc[f<] fffj...]

,Í,ª,«^¶-¼^óüfEfBfU[fh,ð<N" @,µA,Í,ª,«,É^¶-¼,ð^óü,µ,Ü,·B

[-T" \_ (fsfŠfjfh)] ([Šg'£Ž®Ÿ'è] fc[f<fo[])

'l'đ,μ,½•Ÿš—ň,É-T" \_ (fsfŠfjfh) ,đ•t,̄,Ü,·B



[fZf<,ì"z'u] ([Œrü] fc[f<fo[])

•\,ìfZf<"à,ì•¶Žš—ñ,È,Ç,ì"z'u,ðÝ'è,μ,Û,·B

[ff][f^ ftjH][f€]

[ff][f^ ftjH][f€] f\_fCfAfO f{fbfNfX,đŠ},«,Ü,·B,±,lf\_fCfAfO f{fbfNfX,đŽg—  
p,μ,ÄA·ž,Ý^óü,lf][f^,đ^è“x,É 1 ,Â,„,Â•\Ž|,“ ,æ,Ñ•ÒW,·,é,±,Æ,ª,Å,«,Ü,·B

**[fRf“fgf□□[f< fc□[f<f{fbfNfX]**

[fRf“fgf□□[f< fc□[f<f{fbfNfX] fc□[f<fo□[,đ•\Ž|,μ,Ü,·□B



