

# MS WORD B O O K

DALLADDA ISLAAMIGA AH EE TAYSIIR

QORAAGA BUUGA

CABAAS CABDIQAADIR CALI (@MACALINCABAAS)



## HORDHAC

Dunida maanta ku noolnahay waxay si xawli ah ugu socotaa horumarka tiknoolajiyadda, iyadoo kombuyuutarku noqday qalab lagama maarmaan u ah nolosha maalinlaha ah. Hadday tahay shaqo, waxbarasho, ganacsi, ama xiriir bulsho, kombuyuutarku wuxuu ka ciyaaraa door muhiim ah. Sidaa darteed, fahamka aasaaska kombuyuutarka iyo sida loo adeegsado waa mid lama huraan u ah qof kasta oo doonaya inuu la jaanqaado dunida casriga ah.

Buuggan waxa uu si gaar ah diiradda u saarayaa baridda aasaaska kombuyuutarka, isagoo ku qoran af-Soomaali sahlan, si dadka cusub u bartaan waxa uu yahay kombuyuutarku, sida loo adeegsado, iyo barnaamijyada ugu muhiimsan ee uu leeyahay. Waxa uu buuggu ka kooban yahay cutubyo kala duwan oo si tartiib ah ugu hagi doona akhristaha heerarka kala duwan ee fahamka iyo adeegsiga kombuyuutarka, laga bilaabo shididda kombuyuutarka ilaa qorista dukumeenti iyo isticmaalka internetka.

Ujeeddada buuggan ayaa ah in uu noqdo buug waxbarasho oo si fudud looga faa'iidaysan karo, gaar ahaan ardayda, macalimiinta, iyo cid kasta oo rabta inay bilowdo barashada kombuyuutarka. Waxa kale oo buuggu ka tarjumayaa baahida loo qabo buugaag tayo leh oo afkeena hooyo ku qoran, si loo xoojiyo fahamka aqoonta iyo isticmaalka tiknoolajiyadda ee bulshada Soomaaliyeed.

Waxaan rajaynayaa in buuggan uu noqon doono mid kaa caawiya inaad hesho faham aasaasi ah oo adag, isla markaana kugu dhiirrigeliya inaad sii ballaarisoo aqoontaada dhinaca tiknoolajiyadda.

**Qore:** [CABAAS CABDIQAADIR CALI ]

**Taariikhda:** [Abriil 2025]

**Goobta:** [KISMAAYO]

[@Macalincabaas](#)

[teskbar002@gmail.com](mailto:teskbar002@gmail.com)

[Hayan institute of information technology](#)

[+252616229040](tel:+252616229040)

## HORDHAC

Microsoft Word waa barnaamij qoraal lagu qoro oo aad u faa'iido badan. Waxaa adeegsada ardayda, macalimiinta, xafiisyada, iyo dhammaan kuwa u baahan in ay abuuraan, tafatiiraan, ama daabacaan qoraallo kala duwan sida warqado, buugaag, CV-yo, warbixino iyo kuwo kale.

Buuggan waxa uu kaa caawin doonaa:

- Inaad barato sida loo furo Word
- Inaad qorto qoraal
- Inaad u sameyso tafatir (bold, underline, iwm)
- Inaad kaydiso dukumeentigaaga
- Iyo inaad daabacdo

## CUTUBKA 1AAD: FURITAANKA MICROSOFT WORD

### Sida loo furo:

1. Guji **Start Menu** ee kombuyuutarkaaga.
2. Qor **Word** qaybta raadinta.
3. Guji **Microsoft Word**.

Markuu furmo, guji **Blank Document** si aad u bilowdo qoraal cusub.

---

## CUTUBKA 2AAD: QORISTA QORAALKA

Qorista Word aad bay u fududahay:

- Ku qor keyboard-kaaga sidaad ugu qorayso buug.
  - Si aad u joojiso sadar, riix **Enter**.
  - Si aad u tirtirto, isticmaal **Backspace** ama **Delete**.
- 

## CUTUBKA 3AAD: TAFATIRKA QORAALKA

Markaad qortid qoraal, waxaad u baahan kartaa inaad qurxiso ama muujiso erayo gaar ah.

**Qalabka Tafatirka (Home tab):**

Hawsha	Badhanka
Madoow (Bold)	<b>B</b> B
Qallooc (Italic)	/
Hoos-xariiq (Underline)	U
Midab beddel	 (Font Color)
Nooc far (Font style)	Aa Bb
Cabbirka far (Font size)	11 – 12 – 14...

**CUTUBKA 4AAD: KAYDINTA DUKUMEENTIGA****Sida loo kaydiyo:**

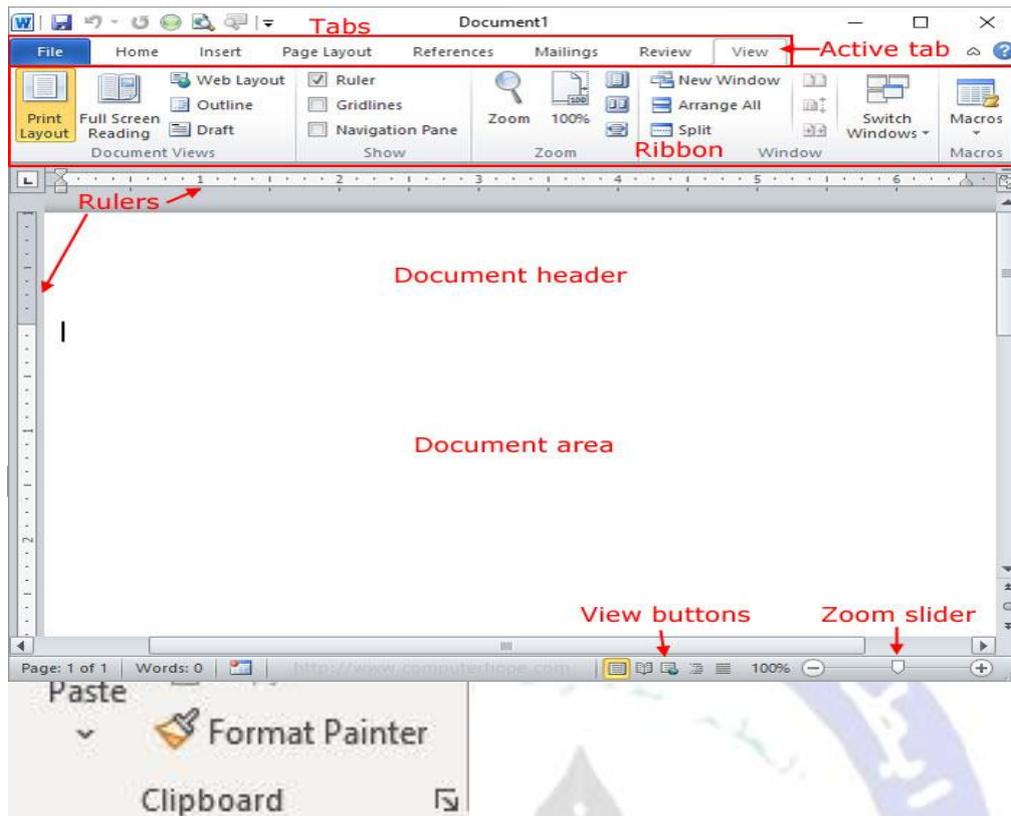
1. Guji **File** (kore bidix).
2. Dooro **Save As**.
3. Door meesha (Desktop, Documents, iwm).
4. Gali magaca faylka.
5. Guji **Save**.

**Microsoft Word Tabs**

- Home tab
- Insert tab
- Design tab/page lay out tab
- Layout tab
- References tab
- Mailings tab
- Review tab
- View tab

**Part of ms word**

Below is an updated version of the Ribbon introduced with Office 2010 and how the Ribbon appears in Microsoft Word.



Paste - Pastes information from the clipboard.

Cut - Removes information from the document and puts it in the clipboard.

Copy - Copies information from the document for the clipboard.

Format Painter - Applies formatting from another section of a document.



Font

Font - Changes the font.

Font Size - Selects the desired font size.

Increase Font Size - Makes the font size one size larger.

Decrease Font Size - Makes the font size one size smaller.

Clear all formatting - Clears all formatting, leaving plain text.

**Example text : this is simple text to practical =rand(1)**

**Bold** - Makes the text bold.

**Italicize** - Makes the text italicized.

**Underline** - Underlines the text.

**Strikethrough** - Crosses out the text.

**Subscript** - Types small letters below the text. e.g., H<sub>2</sub>O

**Superscript** - Types small letters above the text. e.g., X<sup>2</sup>

**Text Effects and Typography** - Adds effects like outline or shadow to the text.

**Text Highlight Color** - Highlights text. e.g., ComputerHope.com

**Font Color** - Changes the color of the font.



**Paragraph**

**Bullets** - Creates a bulleted list.

- **Numbering** - Creates a numbered list.

- **Multilevel List** - Creates an outline.
- **Decrease Indent** - Moves the indentation of the paragraph closer to the left margin.
- **Increase Indent** - Moves the indentation of the paragraph closer to the right margin.
- **Sort** - Arranges information in alphabetical order.
- **Show/Hide Paragraph Marks** - Shows marks where the paragraphs begin and end.
- **Align Left** - Aligns text with the left margin.
- **Center** - Centers text in the document.
- **Align Right**- Aligns text with the right margin.
- **Line and Paragraph Spacing** - Changes the spacing between lines and paragraphs.
- **Shading** - Changes the color behind the text.
- **Borders** - Creates lines around the text.



## Styles

- **Page Formatting Styles** - Creates different styles and previews the styles in your text.



## Editing

- **Find** - Finds words in the document.

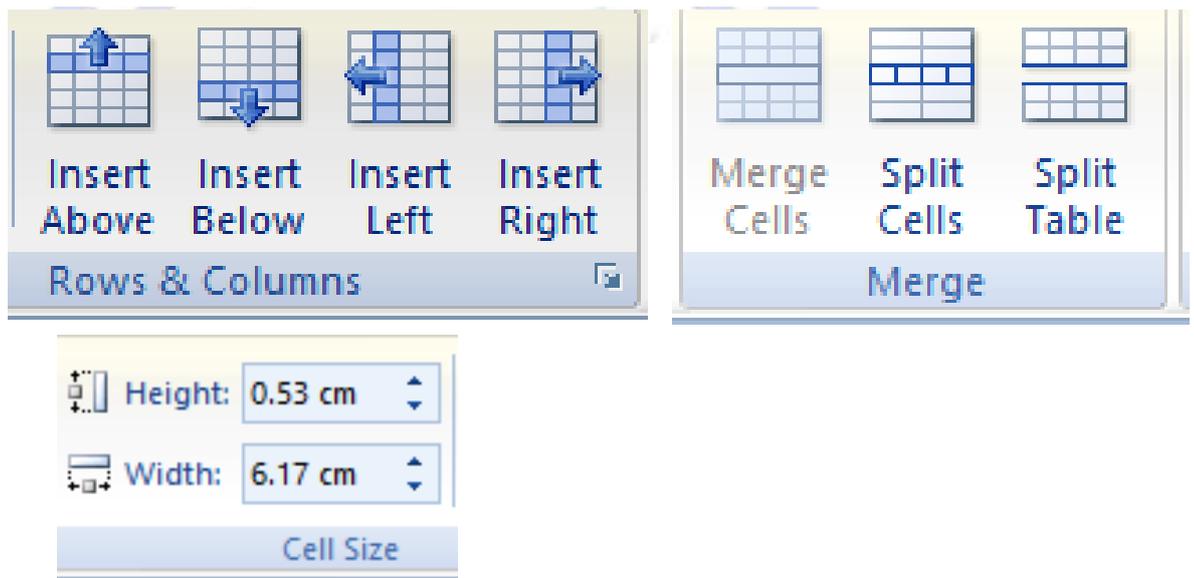
- **Replace** - Searches for text in the document and replaces it.
- **Select** - Selects all or some text in the document.

How to use table

Click insert click table choose row and columns you want

#### ❖ Table tool

- Layout > rows & columns merge cells split cells split table
- Design



#### List

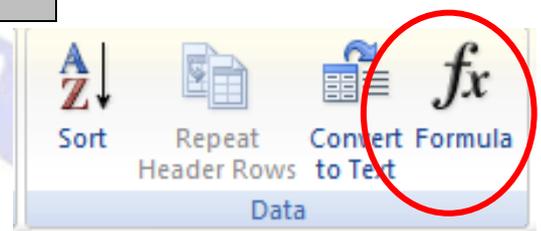
### Sida loodiyaariyo Foomka diwaangalinta

No	Name	Tel	Location	Date
Tirada	Magaca	Lambarka	Degaanka	Tariikhda
1	Warsame Hassan aden	61733773773	Gulwade	4/21/2025
2	Rahmo Ali Salad	6173434773	Calanley	4/21/2025
3	Warsame Hassan aden	61733773773	Farjano	4/21/2025
4	Warsame Hassan aden	61733773773	Faanole	4/21/2025
5	Mohamed Abas Mahir	61738388888	Shaqalaha	4/21/2025

## Sida loodiyaariyo foomka Mushaarbixinta Shaqaalaha

HAYAN INSTITUTE OF INFORMATION TECHNOLOGY				
Salary form				
No	Name	Tel	Salary	Date
Tirada	Magaca	Lambarka	Mushaarka	Tariikhda
1.	Abas	616229040	500\$	4/21/2025
2.	Jama	6767676	200	4/21/2025
3.	Xasan	65675675	1000	4/21/2025
4.	Casho	567567567	400	4/21/2025
5.	Maryan	75675765	56	4/21/2025
Total			1656	

Manager's sign: \_\_\_\_\_



## Attendance sheet &gt; sida loodiyaariyo warqadda xaadirinta shaqaalaha/ardayda

HAYAN INSTITUTE OF INFORMATION TECHNOLOGY															
Attendance sheet															
No	Name	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
1.	Cabas	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	
2.	Maxamed	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	
3.	Cabdulahi	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	
4.	Bashiir	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	
5.	Abdisamed	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	
6.	Abdisamed	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	
7.	Abdisamed	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	
8.	Abdisamed	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	
9.	Abdisamed	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	
10.	Abdisamed	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	
11.	Abdisamed	✓	✗	✓	✓	✓	✓		✓	✗	✓	✓	✓	✓	

## Customer form &gt; foomka macaamiisha shirkadda Biyaha

No	name	Home no	Last read	Current read	Deference	Rate	Total	Date
Tirada	Magaca	G.lanbar	Akhris hore	Akhris dambe	Farqiga	Qiimaha	Wadarta	Taarikhda
1.	Cali adan	BA00021	59	68	9	2.5	22.5	1-1-21
2.	Cali adan	BA00021	59	68	9	2.5	22.5	1-1-21
3.	Cali adan	BA00021	59	68	9	2.5	22.5	1-1-21
4.	Cali adan	BA00021	59	68	9	2.5	22.5	1-1-21

## Sida loo diyaariyo Risiidka Ganacsiga

HAYAN ELECTRONICS COMPANY				
Contact Us : +252616229040				
Customer name :		date : 4/21/2025		R.No: 1001
Item name	Description	Qty	Cost	Amount
Magaca sheyga	Nooca	Tirada	Qiimaha iibka	Wadart
Computer	Desktop	2	100\$	200\$
Laptop	Hp	3	150\$	450\$
Samsung	A21	1	120\$	120\$
Paid				400\$
Rest				370\$
Total				770\$

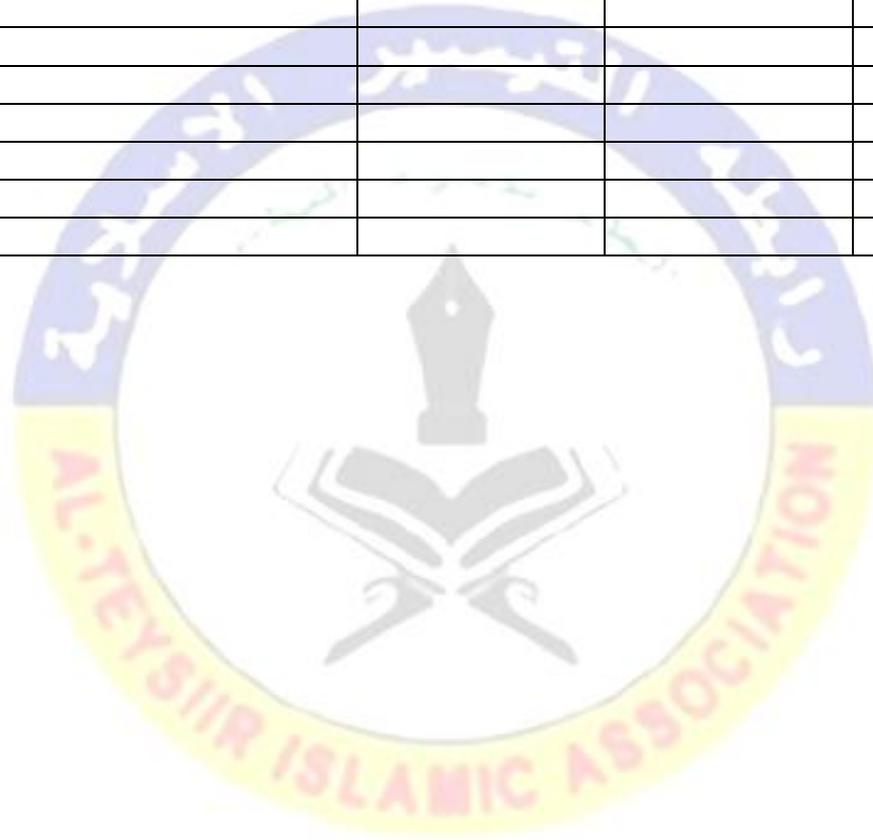
## Sida loo diyaariyo foomka diwaangalinta ardayda

No	Student name	p.name	p.tel	Class	Date
Tirada	Magaca ardayga	Magaca waalidka	Lanbarka waalidka	Fasalka	Tariikhda
1.	Abdimalik	Abdi	676767645	Form one	21/4/2025
2.	Sakariye	Ali	767867864	Form two	21/4/2025
3.	Xamse	Barre	656757656	Form three	21/4/2025
4.	Maryan	Abdi	545645454	Form four	21/4/2025
5.	Axlaam	Abas	545645646	form one	21/4/2025
6.	Ayan	a.nuur	454545456	Form two	21/4/2025
7.	Abdimalik	Abdi	676767645	Form one	21/4/2025
8.	Sakariye	Ali	767867864	Form two	21/4/2025
9.	Xamse	Barre	656757656	Form three	21/4/2025
10.	Maryan	Abdi	545645454	Form four	21/4/2025
11.	Axlaam	Abas	545645646	form one	21/4/2025
12.	Ayan	a.nuur	454545456	Form two	21/4/2025
13.	Abdimalik	Abdi	676767645	Form one	21/4/2025
14.	Sakariye	Ali	767867864	Form two	21/4/2025
15.	Xamse	Barre	656757656	Form three	21/4/2025
16.	Maryan	Abdi	545645454	Form four	21/4/2025
17.	Axlaam	Abas	545645646	form one	21/4/2025
18.	Ayan	a.nuur	454545456	Form two	21/4/2025

Student fee form

Foomka lacag bixinta ardayda

<b>MACHADKA BARASHADA CILMIGA COMPUTER-KA EE HAYAAN FOOMKA LACAGBIXINTA ARDAYDA</b>				
<b>No</b>	<b>Student name</b>	<b>Class</b>	<b>Fee</b>	<b>Paid</b>
<b>Tirada</b>	<b>Magaca ardayga</b>	<b>Fasalka</b>	<b>Lacagta</b>	<b>Bixin</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



# Sida Loodiyaariyo Warqadda Imtixaanka School-Ka



## HAYAN INSTITTUE OF INFORMATION TECHNOLOGY

Student name: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Class : form one

Subject : technology

Teacher : ustaad Cabaas

### Part one: direct questions 10 (marks)

1. What is computer ?

---

---

2. What is hardware ?

---

---

3. What is cpu ?

---

---

### Part two choose question: 10 ( marks )

1. Kismayo waxay kutalaa

- a. Dalka itobiya
- b. Dalka sudaan
- c. Dalka Kenya
- d. Dalka Somalia
- e. Midna

2. Machadka barashada Computer-ka Hayan Waxu kuyalaa

- a. Xaafadda guulwade
- b. Xaafada calanley

### Part three

1. Fill in the blank spaces

c. Bo\_\_\_

d. Gir\_\_\_\_\_

e. Kis\_\_\_a\_\_\_o

**Part four true and false**

1. Kismayo waxay kutalaa

Jubbada hoose ( )

Jubbada dhexe ( )

**Part five match questions**

1. Arrange the following countries to their capitals

Country	Capital
Somalia	Nairobi
Kenya	Muqdisho
Saudia	Cadan
Yaman	Riyaad

**Qeybta labaad waxan kubarar dontaa qaabka loo  
diyaariyo imtixaanka carabiga**

HAYAN INSTITUTE OF  
COMPUTER



معهد هيان للتعليم الحاسوب

سما اسم طالب : \_\_\_\_\_ تاريخ: / /

١. نسميئمنسي ؟

---



---



---

٢. سينمئمنسيب ؟

---



---

٣. نسميئمنسيب ؟

أ. سين

ب. سيئسي

ج. سينمئمن

د. سينئب

٤. سينمئمنسيب ؟

أ. سينئسي

ب. سينمئب

ج. سينمئب

٥. سينمئمنسيب سينمئمنسيب ؟

أ. سينمئمنسيب سينمئمنسيب ( )

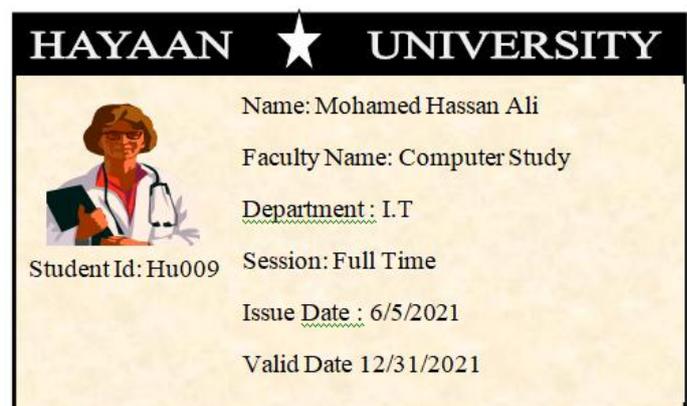
سينمئمنسيب	سينمئمنسيب	سينمئمنسيب
نمئمنسيب	نمئمنسيب	نمئمنسيب
نمئمنسيب	نمئمنسيب	نمئمنسيب
نمئمنسيب	نمئمنسيب	نمئمنسيب

٦.

## Exam Result Form

<b>HAYAN INSTITUTE OF INFORMATION TECHNOLOGY</b> <b>Exam Result latter</b>		
No	Student name	Result
1.	Adan Mohamed Hassan	100%
=	Jama A.nor Ismail	100%
=	Muno abdishakur Osman	100%
=	Ahmed Hire Gabow	100%
=	Abdisamed Barre Abas	100%
=	Bashir A.nor Ali	100%
2.	Jama Warsame Ali	80%
3.	Abas Abdikadir Ali	80%
4.	Hassan Mohamed Abdi	80%
5.	Abas Abdikadir Ali	80%
6.	Hassan Mohamed Abdi	80%
7.	Abas Abdikadir Ali	80%
8.	Hassan Mohamed Abdi	80%
9.	Abas Abdikadir Ali	80%
10.	Hassan Mohamed Abdi	80%
11.	Abas Abdikadir Ali	80%

How to make Student ID Card by using shapes  
sida losameeyo ID-kaar



Logo



INVITATION CARD

### **Xaflad qalinjabin**

Mudane/marwo : \_\_\_\_\_

Waxaa ino farxadweyn ah in aad nagalasoqeyb gashid xafladda qalin jabinta ardayda machadka HAYAN

Goobta : Hotel Agan

Tariikhda : 21/4/2025

Saacada : 2:00pm

Kasoqeyb galkaagu waa ino muhim

*Mahadsanid*

### **Xaflad qalinjabin**

Mudane/marwo : \_\_\_\_\_

Waxaa ino farxadweyn ah in aad nagalasoqeyb gashid xafladda qalin jabinta ardayda machadka HAYAN

Goobta : Hotel Agan

Tariikhda : 21/4/2025

Saacada : 2:00pm

Kasoqeyb galkaagu waa ino muhim

*Mahadsanid*

### **Xaflad qalinjabin**

Mudane/marwo : \_\_\_\_\_

Waxaa ino farxadweyn ah in aad nagalasoqeyb gashid xafladda qalin jabinta ardayda machadka HAYAN

Goobta : Hotel Agan

Tariikhda : 21/4/2025

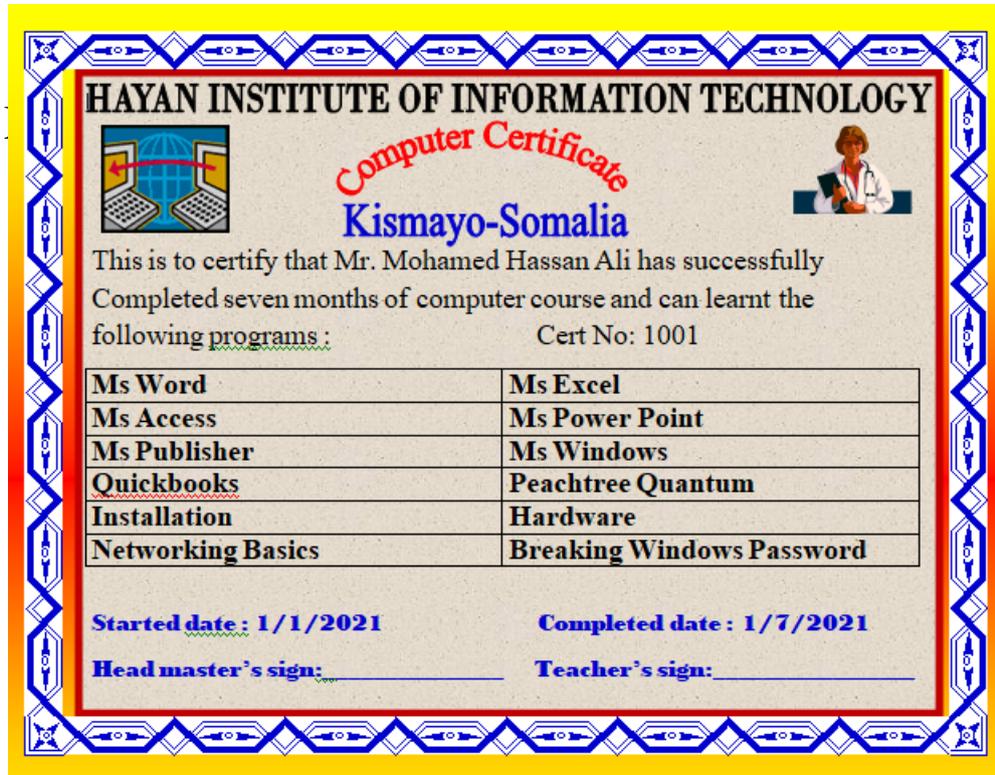
Saacada : 2:00pm

Kasoqeyb galkaagu waa ino muhim

*Mahadsanid*

<p><b>HAYAN INSTITUTE OF</b></p> <p><b>INFORMATION TECHNOLOGY</b></p>  <p>Name: Ardo Anwar Mohamed</p> <p>ID No:1001</p> <p>Title:Student</p> <p>Time:4:00pm</p> <p>Issue Date: 11/23/2024</p>	<p><b>HAYAN INSTITUTE OF</b></p> <p><b>INFORMATION TECHNOLOGY</b></p>  <p>Name: Ardo Anwar Mohamed</p> <p>ID No:1001</p> <p>Title:Student</p> <p>Time:4:00pm</p> <p>Issue Date: 11/23/2024</p>	<p><b>HAYAN INSTITUTE OF</b></p> <p><b>INFORMATION TECHNOLOGY</b></p>  <p>Name: Ardo Anwar Mohamed</p> <p>ID No:1001</p> <p>Title:Student</p> <p>Time:4:00pm</p> <p>Issue Date: 11/23/2024</p>
<p><b>HAYAN INSTITUTE OF</b></p> <p><b>INFORMATION TECHNOLOGY</b></p>  <p>Name: Ardo Anwar Mohamed</p> <p>ID No:1001</p> <p>Title:Student</p> <p>Time:4:00pm</p> <p>Issue Date: 11/23/2024</p>	<p><b>HAYAN INSTITUTE OF</b></p> <p><b>INFORMATION TECHNOLOGY</b></p>  <p>Name: Ardo Anwar Mohamed</p> <p>ID No:1001</p> <p>Title:Student</p> <p>Time:4:00pm</p> <p>Issue Date: 11/23/2024</p>	<p><b>HAYAN INSTITUTE OF</b></p> <p><b>INFORMATION TECHNOLOGY</b></p>  <p>Name: Ardo Anwar Mohamed</p> <p>ID No:1001</p> <p>Title:Student</p> <p>Time:4:00pm</p> <p>Issue Date: 11/23/2024</p>

## How to make certificate



## HOW TO MAKE E.V.C PLUS LETTER



01	02	03
04	05	06
04	05	06
04	05	06
04	05	06

Jamhuuriyadda Federaalka Soomaaliya  
Wasaaradda Caafimaadka  
& Daryeelka Bulshada



جمهورية الصومال الفيدرالية  
وزارة الصحة ورعاية المجتمع

Ministry of Health & Human Services  
Federal Government of Somalia

## WAR-SAXAFADEED

**10-03-2020-** Wasaaradda Caafimaadka iyo Daryeelka Bulshada iyada oo ka duulayso waajibka shaqo ee ka saaran inay bulshada la wadaagto xogaha la xariiro Caabuqo dunida kusii faafaya ee COVID-19, isla markaana bulshada u bayaaninaysa wararka la xariira muwaadin Soomaaliyeed oo saarnaa diyaaradda Itoobiya ee saakey soo gaartay garoonka Aadan Cabdulle ee Muqdisho, waxay soo saaraysaa war-saxaafadeedkan:

1. Waxaa soo gaaray gegida diyaaradaha Aadan Cabdulle muwaadinka Soomaaliyeed oo la socday diyaaradda Itoobiya. Muwaadinku wuxuu ka soo duulay dalka Shiinaha, gobolka Liaoning, wuxuuna soo maray Itoobiya
2. Iyadoo la raacayo habraaca iyo tilmaamaha Wasaaradda Caafimaadka, muwaadinka waxaa lagu hakiyay gegida diyaaradaha Aadan Cabdulle, waxaana loo gudbiyay qaybta hakinta muwaadiniinta looga shakiyo inay sidaan Caabuqo COVID-19, ama ka yimaado goob uu Caabuqa ka jiro, si loogu sameeyo hubin caafimaad, loogana qaado xog waraysi ku saabsan safarkiisa iyo meelaha uu soo maray. Muwaadinka ilaa hadda waxaa lagu hayaa isla qaybta hakinta
3. Wasaaraddu waxay ka codsatay hay'adaha ay khusayso inay la xisaabtamaan tallaabada ku habboonna ka qaadan diyaaradaha jabiya tilmaamaha ay dowladda Soomaliya bixisay ee la xariira Caafimaadka isu-gooshka
4. Wasaaraddu waxay mar walbo idin la wadaagaysaa wararka rasmiga ah ee la xariira xaaladaha noocaan oo kale ah iyo guud ahaan wararka la xariira Caabuqo COVID-19 si aan bulshadeenna uga ilaalinno wax yeellada iyo walwal galinta labadaba
5. Waxaan bulshada Soomaaliyeed ku boorrinaynaa inay mar walba wararka ka qaataan ilaha rasmiga ah kana feejignaadaan wararka kutiri-kuteenta ah

Dhammaad  
###

Follow us on: **Website:** [www.moh.gov.so](http://www.moh.gov.so)

**Facebook:** Ministry of Health- Somalia

**Twitter:** MoH\_Somalia

Dowlad Goboleedka Koonfur  
Galbeed Soomaaliya  
Maamulka Deg. Afgooye  
Xafiiska Gudoomiyaha



ولاية جنوب غرب الصومال  
إدارة منطقة أفجوي  
مكتب الوالي

Ref: MDA/XG/00108/2022

Taariikh:03/02/2022

ku :Daahir Salaad Diiriye

Og: Xoghaayaha Dowlada Hoose Ee Degmada	Afgooye
Og: dhamaan ku xigeenada Maamulka Degmada	Afgooye
Og: Maamulka Gobolka Shabeelaha Hoose	Marko
Og: Wazaarada Arimaha Gudaha KGS	Baydhabo
Og: Madaxweynaha Dowlada KGS	Baydhabo

**Ujeedo:shaqo Joojin**

Waxaa si rasmi ah lagugu wargalinayaa in laga bilaabo Manta oo ay taariikhdu ku beegantahy 03/02/2022 shaqadii aad u heysay Maamulka Degmada lagaa joojiyay

- 1) **Amardiido:**waxaad Diiday in aad u hogaansanto Awaamiirta iyo Nidaamka Dowliga
- 2) **Ku Takri fal Awoodeed:**Adigoo faraha lagalay howlo aan lagu idman baalmarsana Sharuucda iyo waajibaadka shaqo Ee ah agaasinka waxda Cashuuraha
- 3) **Garasho la' aan habka shaqada:**waxaad garan weyday hanaanka kala sareynta shaqada taas oo gundhig u ah dhamaan howlaha maamulka iyo Dowlad wanaaga

Sidaa darteed laga bilaabo manta ay taariikhdu ku beeganatahay 03/02/2022 wax shaqo aad ka qaban karto Dowlada hoose majirto ilaa iyo amar danbe

Mr. Abukar Mohamed Omar  
Gudoomiyaha Degmada Afgooye Ahna Duqa Magaalada



Commissioner Office: E-mail:Mudey.suldan@gmail.com / +252-615340898 / +252610108050

JAMHURIYADDA FEDERAALKA SOOMAALIYA  
MAXKAMADDA DEG MADAHOWL WADAAG  
MUQDISHO – SOMALIYA



جمهورية الصومال الفيدرالية  
مقديشو  
مقديشو

FEDERAL REPUBLIC OF SOMALIA  
HOWLWADAG DISTRICT COURT  
MOGADISHU-SOMALIA



SUMADD: MDHW:56/2022, B.G.

KU: TVGA QARANKA SOOMAALIYA IYO RADIO MUQDISHO

=MUQDISHO=

KU: XAFIISKA XEERILAALIYAHA GUUD EE QARANKA

=MUQDISHO=

UJEEDO: AMAR UYEERIDTAAN MAXKAMADEED IYO BAAFIN.

(GUDOOMIYA MAXKAMADDA)

MARKUU ARKAY:

Gal-dacwadeedka sumadiisu tahay 56/2022BG Ku Tariikheysan  
10-10-2022 kana dhaxeeya dhinacyada kala ah:

- |                          |       |          |
|--------------------------|-------|----------|
| 1) Maxamed Cali Maxamed  | _____ | Dacwoode |
| 2) Sacdiyo Cali Maxamed  | _____ | Dacwoode |
| 3) Aamino Cali Maxamed   | _____ | Dacwoode |
| 4) Fartuun Cali Maxamed  | _____ | Dacwoode |
| 5) Cabaas Cali Maxamed   | _____ | Dacwoode |
| 6) Maryan Cali Maxamed   | _____ | Dacwoode |
| 7) Fardowso Cali Maxamed | _____ | Dacwoode |
| 8) Naciimo Cali Maxamed  | _____ | Dacwoode |

LID

- |                           |       |            |
|---------------------------|-------|------------|
| 9) C/qaadir Cali Maxamuud | _____ | Dacweysane |
|---------------------------|-------|------------|

MARKUU ARKAY:

Arjiga Dacwada ee Ku taariikeysan 24-09-2022

MARKUU ARKAY:

Dhaxaltooyada Sare ku Xusan in ay Doonayaan inay ku kala baxaan Dhaxalka

MARKUU ARKAY:

Aabahood uuna ka Maqanyahay Dacweysanaha Sare Ku xusan Oo kaliya

MARKUU ARKAY:

Qodobada 100 Farqadiisa (2) 108 iyo 121 Farqada (5)XHMS

Danta Guud Ee Cadaalada

#### WUXUU FARAYAA

In C/qaadir Cali Maxamuud Ina Xaawo Culusow Maxamed ku Dhashay Muqdisho Dhashay 1984 Inaad Maxkamada Horteeda ku imaado Mudo 160 Cisho Gudahood ah ama aad ku soo dirsato Wakiil sharci ah Taasoo Kaa Taalo Dacwad Dahxal ah oo kaala dhaxeeyso

Dacwoodayasha sare ku xusan Mududaas Oo Ka Bilaabaneyso 16-10-2022 Kuna eg tahay 23-03-2023 Maalinimo Khamiis ah saacudana tahay 10:00AM

Telefishinka Qaranka Soomaaliyeed Iyo Radio Muqdisho Waxaa Laydin Farayaa Inaad Idaacadda iyo Tv-gaba ka baafisaan Dacweysanaha Sare Ku xusan

Xafiiska Xeer Ilaaliya Guud ee Qaranka Waxaa la farayaa inuu Gaarsiyo Amarkan Uyeerista sare ku xusan Dacweysanaha sare ku xusan

F.G. C/qaadir Cali Maxamuud Wuxuu Maqanyahay Muddu 14 Sano ah Waxaana Cid ugu Wardanbeysay isagoo Ku Sugan Xaduuda Dalalka Suuriya iyo Turki

GUDOOMIYA MAXKAMADDA DEG MADA H/WADAAG

Cabdullaahi Cabdiraxmaan Maxamed

Maxkamadda Degmadda Howl-  
Mogadishu- Spmalia



Tell: +252613777422 Email: Maxkamaddadegm@gmail.com

Qorista CV-ga (Curriculum Vitae) ee Af-Soomaaliga waa sida aad uga sheekeyn lahayd aqoontaada, khibraddaada, iyo xirfadahaaga si aad shaqo u hesho. Waxay leedahay qaybo muhiim ah. Halkan hoose waxaan ku tusayaa sida loo qoro CV Af-Soomaali ah:

## CURRICULUM VITAE

### 1. Xogta Shaqsiga ah

- **Magaca:** Cabaas C/qaadir Cali
- **Taariikhda Dhalashada:** 10 Maarso 1996
- **Jinsiga:** Lab
- **Diinta:** Islaam
- **Lambarka Taleefanka:** +252 616229040
- **Email:** [Cabaas.Cali@gmail.com](mailto:Cabaas.Cali@gmail.com)
- **Cinwaanka:** Kismayo-Somalia

### 2. Ujeeddada Shaqada (Optional)

Inaan ka shaqeeyo hay'ad si xirfadeyda, aqoontayda iyo waayo-aragnimadayda uga faa'iideeyo, anigoo sidoo kalena horumar ka sameynaya xirfadeyda shaqo.

### 3. Waxbarashada

Sanad	Dugsiga / Jaamacadda	Shahaado	Goobta
2020 - 2024	Jaamacadda Hargeysa	Bachelor-ka Maamulka Ganacsiga	Hargeysa
2017 - 2019	Dugsiga Sare ee Al-Najax	Shahaadada Dugsiga Sare	Hargeysa

### 4. Khibradda Shaqo

Sanad	Meesha Shaqada	Jagada	Shaqada aad qaban jirtay
2022 - 2023	Dahabshiil Bank	Xisaabiye	Qabanqaabada xisaabaadka iyo la macaamilka macaamiisha
2020 - 2021	Hormuud Telecom	Kaaliye Xafiiseed	Maareynta faylasha iyo caawinta macaamiisha

### 5. Xirfadaha

- Adeegsiga kombuyuutarka (MS Word, Excel, PowerPoint)
- La xiriiridda macaamiisha
- Xisaabaadka iyo maaraynta xogta
- Shaqo kooxeed iyo mid madax-bannaan

## 6. Luuqadaha

Luuqadda	Heerka
Af-Soomaali	Heer Sare
Ingiriis	Dhexdhexaad
Carabi	Aasaasi

## 7. Tixraacyo

Waa la heli karaa marka la dalbado.

- **Cabdiraxmaan Xasan** – Agaasimaha Maamulka, Dahabshiil – Tel: +252 61 1234567
- **Fadumo Cabdi** – Bare Jaamacadeed – Tel: +252 63 7654321

Waa hagaag! Warqadda meherku waa qoraal rasmi ah oo lagu xaqiijinayo in meher (guur) dhacay, laguna xuso faahfaahinta lamaanaha, goobta iyo taariikhda meherka, mararka qaarna waxaa la raaciyaa saxiixyada markhaatiyaasha iyo dadka qabtay meherka.

## QAABKA LOO QORO WARQAD MEHER AH

### WARQAD MEHER

**Aniga oo ah: Sheekh Axmed Maxamed Cumar**, waxaan si sharci ah u qabtay meherka u dhexeeya labada qof ee kala ah:

- **Magaca Arooska (Groom):** Maxamed Cabdirisaaq Cali
- **Magaca Aroosadda (Bride):** Nasra Faarax Aadan

Meherka waxa uu dhacay maalintii **Jimce**, taariikhduna ahayd **18 Abriil 2025**, waxaana lagu qabtay **Magaalada Muqdisho**, gaar ahaan **Masjidka Al-Huda**.

Gabadha meherkeedu waa la aqbalay iyadoo oggolaatay in lagu siiyo **meher lacageed dhan \$500 (shan boqol oo dollar)**, waxaana la xaqiijiyay in labada dhinacba ay ku heshiiyeen meherkaas.

Waxaa goob joog ka ahaa dad markhaatiyaal ah oo ay ka mid yihiin:

1. **Cabdiraxmaan Xasan Maxamuud**
2. **Fadumo Axmed Nuur**
3. **Cumar Cali Xasan**

Waxaan Ilaahay ka baryeynaa inuu u barakeeyo noloshooda cusub oo uu ka dhigo mid kheyr iyo farxad leh.

### Sheekha Meherka Qabtay:

Magaca: Sheekh Axmed Maxamed Cumar

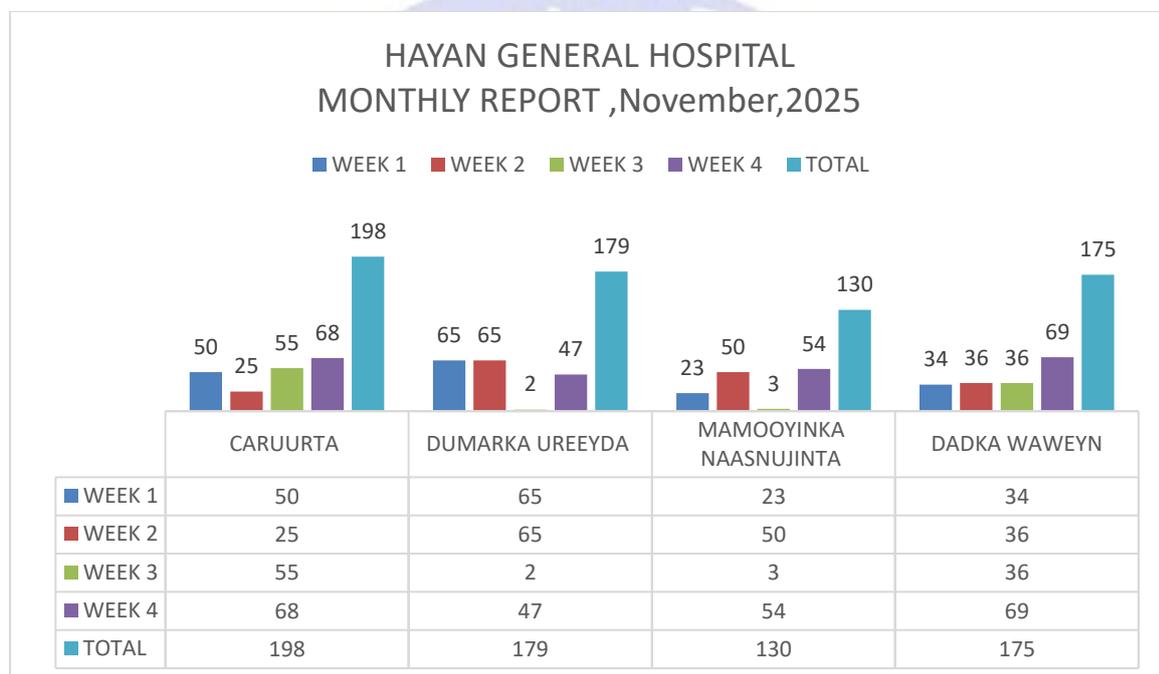
Saxiixa: \_\_\_\_\_

Taariikh: 18/04/2025

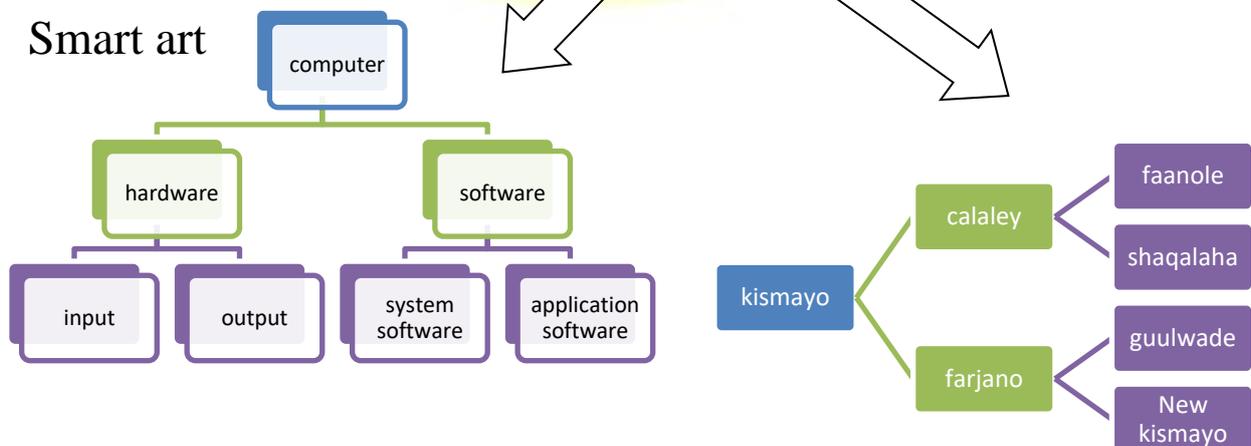
**Saxiixyada Markhaatiyaasha:**

1. Magaca: Cabdiraxmaan Xasan Maxamuud – Saxiixa: \_\_\_\_\_
2. Magaca: Fadumo Axmed Nuur – Saxiixa: \_\_\_\_\_

**Chart Report /SIDA LOO DIYAARIYO WARBIXINTA ISBITAALKA**



**Smart art**



**Header**>click insert click header then choose header you want

**Footer** > click insert click footer then choose footer you want

**Page number** > click insert click page number choose numbers

**Inserting picture** > click insert click picture location

**Inserting clipart** > click insert click clipart choose clip art you want

**Insert equation** > click insert click equation

**Inserting symbols** > click insert click symbols choose symbol you want

**Page break** > put the cursor where you want to break the page click insert click page break .

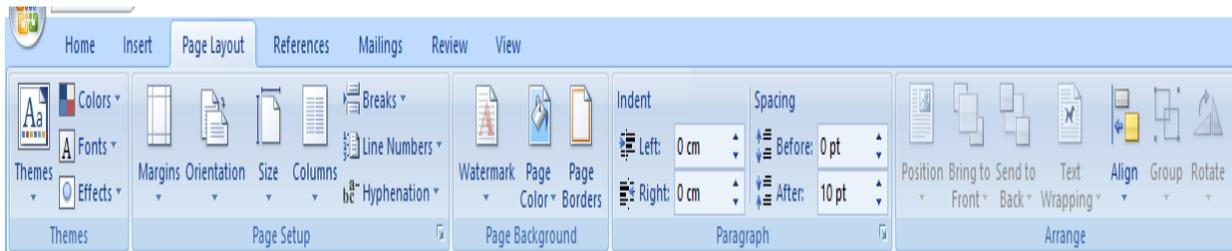
**Blank page** > put the cursor where you want enter the page then click insert click blank page .

**Cover page** > click insert click cover page choose the cover page you want .

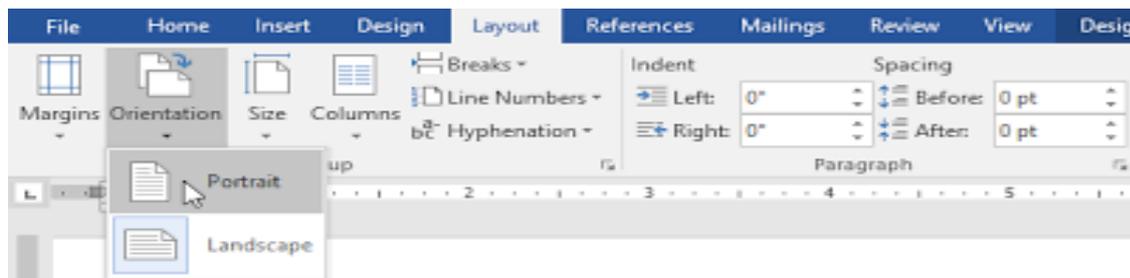
**Object** > click insert click object then choose from file then open the file you want to enter document area .

### **Page layout tab**

The **Page Layout** Tab holds all the options that allow you to arrange your document **pages** just the way you want them. You can set margins, apply themes, control of **page** orientation and size, add sections and line breaks, display line numbers, and set paragraph indentation and lines.



## Or layout in ms word 2016



### ❖ View tab

- Print layout
- Full screen
- Web layout
- Outline
- Draft
- Ruler
- Grid lines
- Document map
- Thumbnails
- Zoom
- 100
- One page
- Two pages
- Page width
- New window
- Arrange all
- Spilt

- View side by side
- Etc.

#### ❖ Review tab

- Spelling & Grammar
- Research
- Thesaurus
- Word count
- Comments > new comment delete comment next previous .
- Protect document > restrict formatting and editing
- Track changes

#### ❖ Reference tab

- Add text
- Table of contents
- Insert footnotes
- Outlines
- Paragraph
- Arabic language .

#### ❖ Word options

- Popular > blue , silver , black
- Display
- Proofing
- Save
- Advanced

Color scheme: Blue ▾

#### Word Options

Popular

Display

Proofing

Save

Advanced

#### When correcting spelling and grammar in Word

- Check spelling as you type
- Use contextual spelling
- Mark grammar errors as you type
- Check grammar with spelling
- Show readability statistics

Field shading: When selected ▾

Numeral: Arabic ▾

Month names: Arabic ▾

Out correct options

Click office button /file click word options /options

Click proofing click out correct options

Replace text as you type

Replace:      With:  Plain text    Formatted text

\_\_\_\_\_

Advanced > Click office button /file click word options

/options click advance choose numeral choose Arabic /hindi

Ms word shortcuts	
To do this	Press
Open a document.	Ctrl+O
Create a new document.	Ctrl+N
Save the document.	Ctrl+S
Close the document.	Ctrl+W
Cut the selected content to the Clipboard.	Ctrl+X
Copy the selected content to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Select all document content.	Ctrl+A
Apply bold formatting to text.	Ctrl+B
Apply italic formatting to text.	Ctrl+I
Apply underline formatting to text.	Ctrl+U
Decrease the font size by 1 point.	Ctrl+[
Increase the font size by 1 point.	Ctrl+]
Center the text.	Ctrl+E
Align the text to the left.	Ctrl+L
Align the text to the right.	Ctrl+R
Cancel a command.	Esc
Undo the previous action.	Ctrl+Z
Redo the previous action, if possible.	Ctrl+Y
Adjust the zoom magnification.	Alt+W

Split the document window.		Ctrl+Alt+S
FDF A	ﷺ	ALT+X
FDF B	ﷺ	ALT+X
FDF C	ريال	ALT+X
FDF D	بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ	ALT+X
FDF 2	الله	ALT+X
FDF 3	□	ALT+X
FDF 4	محمد	ALT+X
FDF 5	□	ALT+X
FDF 6	□	ALT+X
FDF 7	□	ALT+X
FDF 8	□	ALT+X



