

WORKSHOP ON 'HOW TO TYPE USING ARABIC FONT'



TIME : 9.45 AM - 12.00 PM

VENUE : LECTURE HALL A

PRESENTER:

USTZH RAJA MUNIRAH RAJA SULAIMAN

ORGANIZER:

EDUCALL UNIT, QURANIC LANGUAGE DEPARTMENT, CFSIUM

TOPIC TO BE COVERED

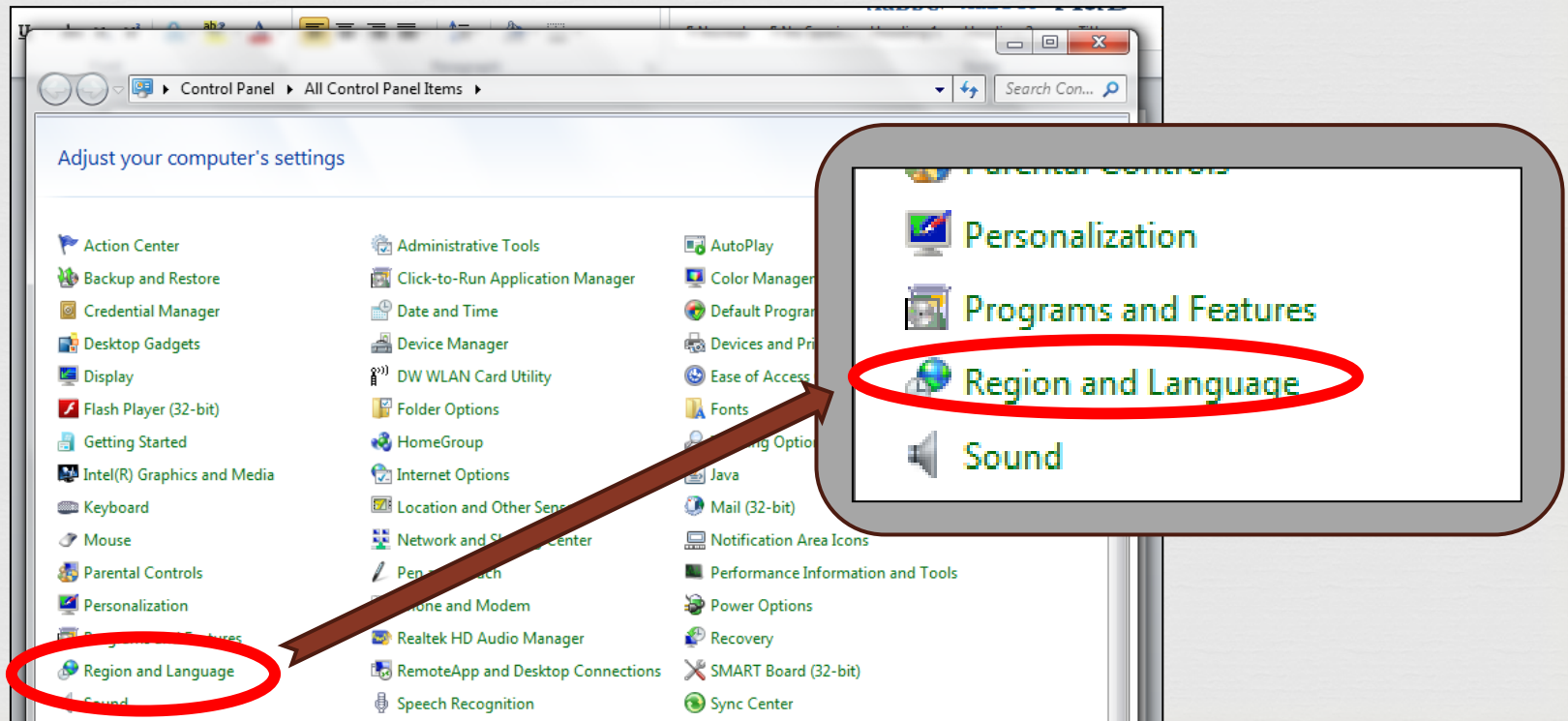


- ❧ How to install Arabic language in 'input language'.
- ❧ How to identify Arabic font on the keyboard.
- ❧ How to change from 'English' to 'Arabic'.
- ❧ What are the basic rules in Arabic typing.
- ❧ How to put 'baris' on Arabic typing.
- ❧ How to get Arabic numbers.

HOW TO INSTALL ARABIC LANGUAGE ?

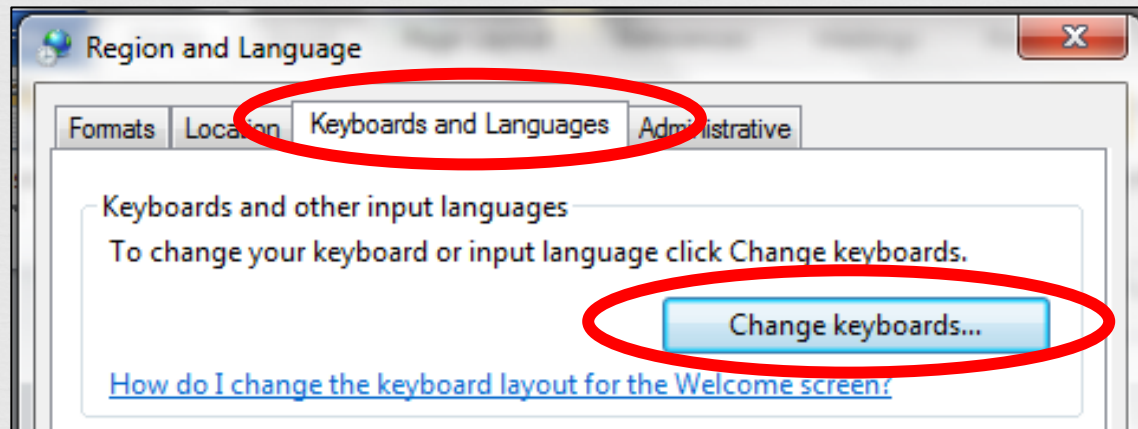


1- Go to control panel, then click 'region and languages'

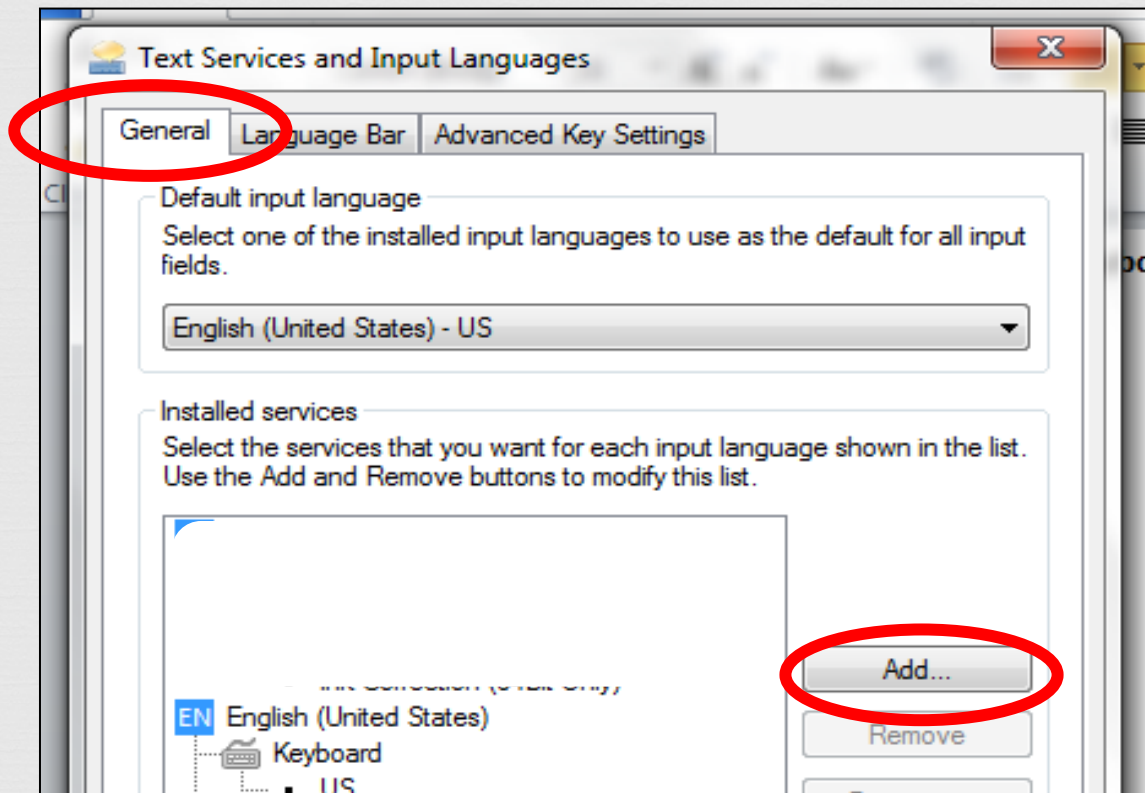




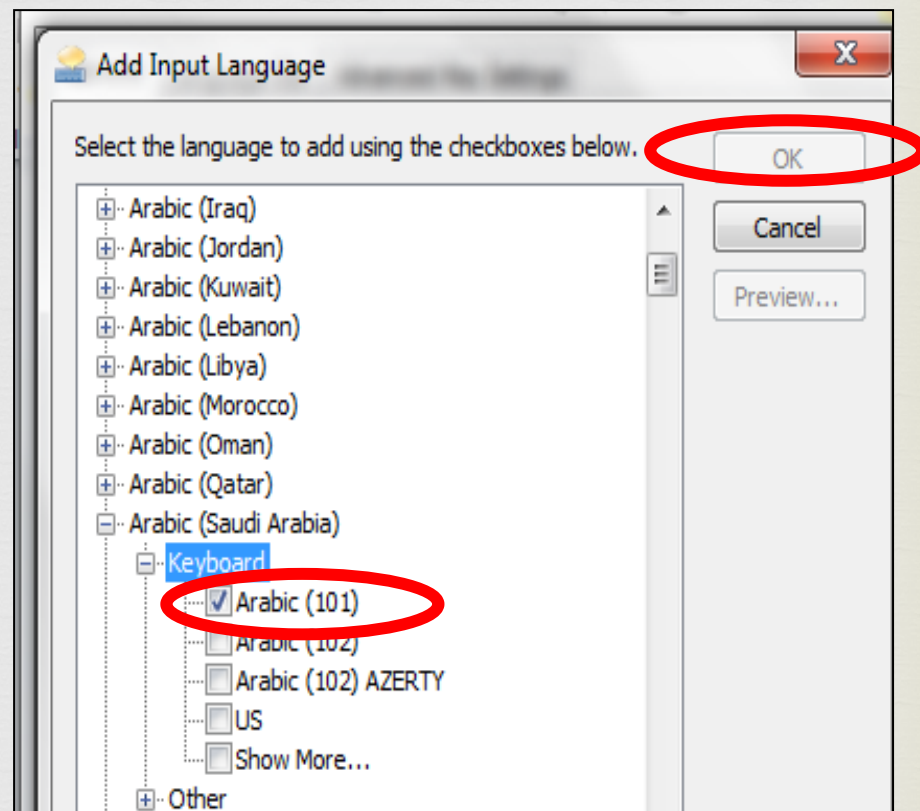
2- Click 'keyboard and languages', then click 'change keyboard'



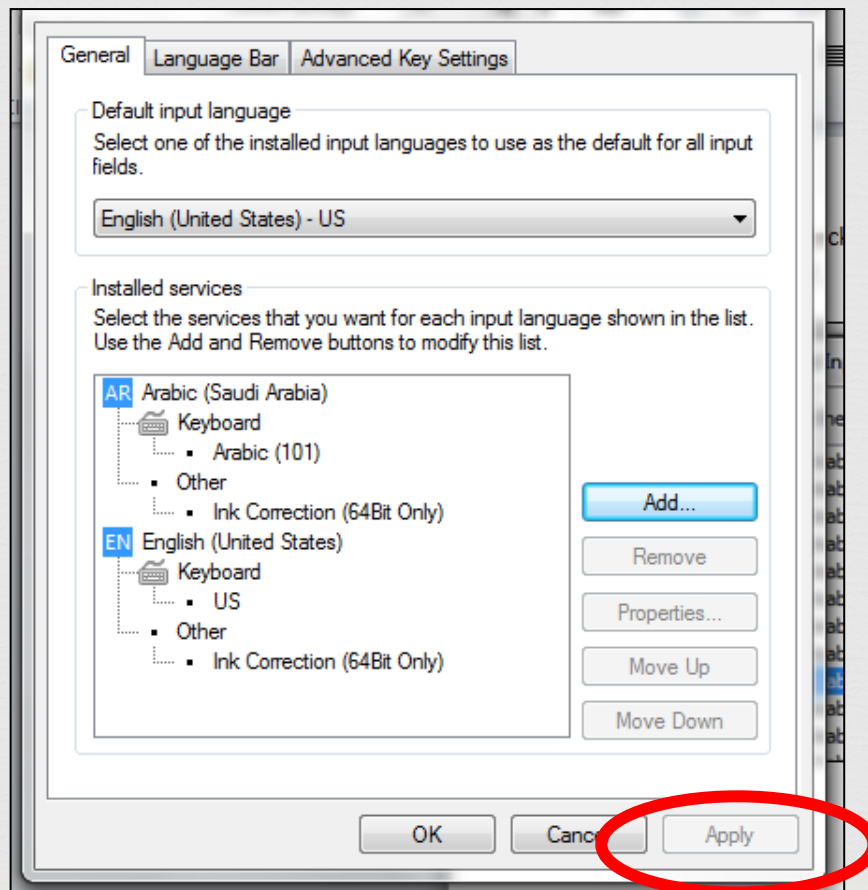
3 - Click 'general', click 'add'



3 - Double click Arabic (Saudi Arabia), double click 'keyboard' then click 'Arabic 101' and 'ok'



4 – Click ‘apply’



HOW TO IDENTIFY ARABIC FONT ON THE KEYBOARD ?

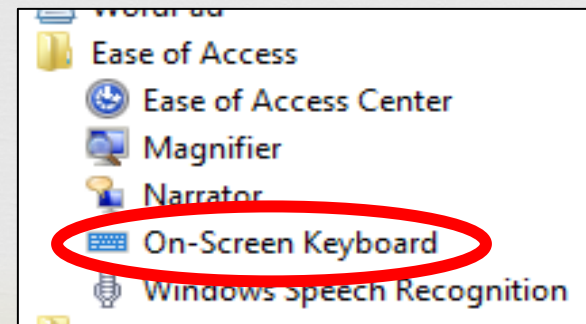
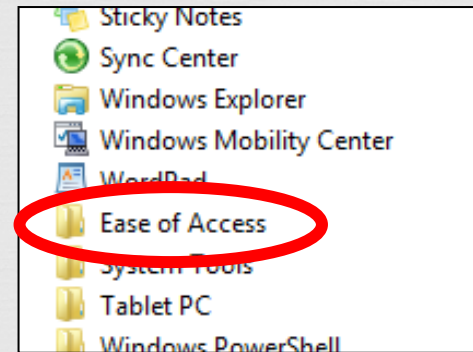
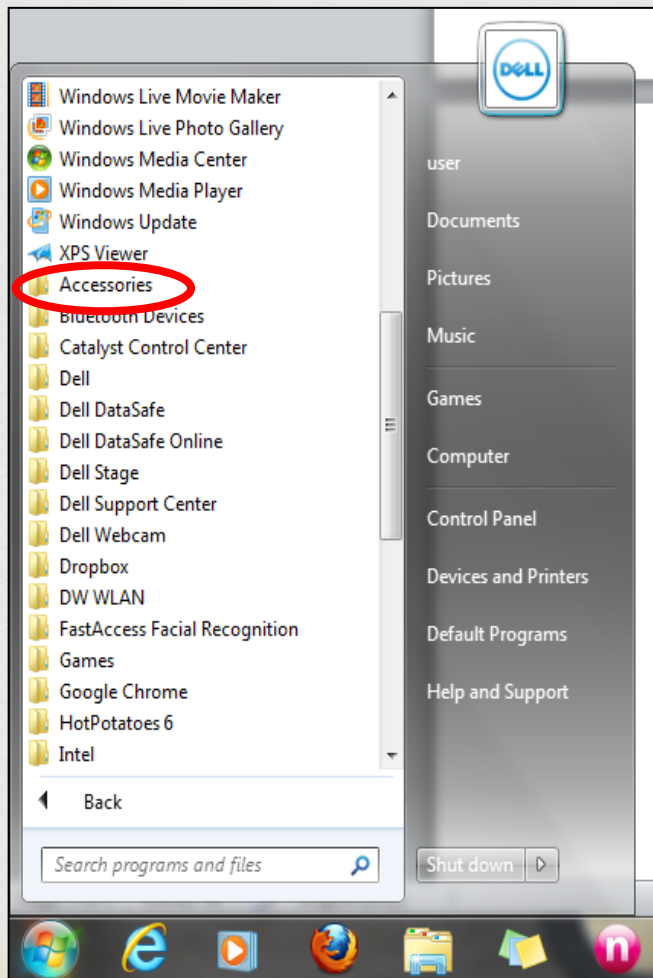


1- Use Arabic font sticker

OR

2- Use 'on screen keyboard' :

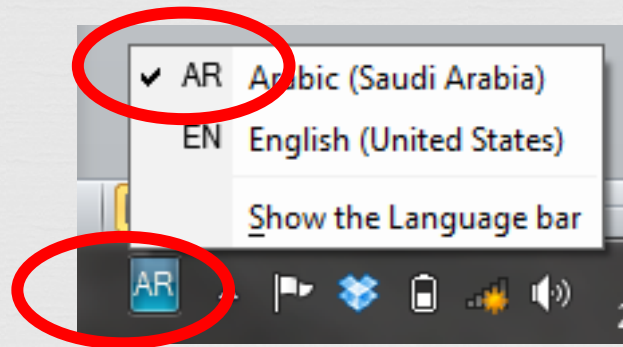
Go to 'accessories' – click 'ease of access' – then click 'on screen keyboard'



HOW TO CHANGE FROM 'ENGLISH TYPING' TO 'ARABIC' ?



1- Click 'Arabic' at the language bar (on the right bottom of the screen)

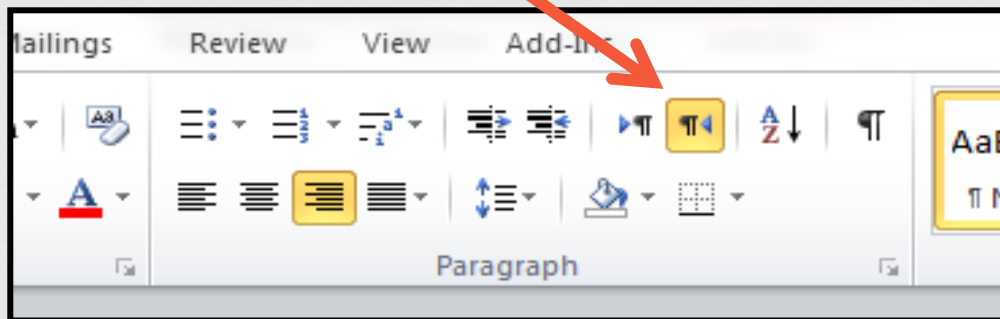


2- **OR** use right ALT + SHIFT

BASIC RULES IN ARABIC TYPING

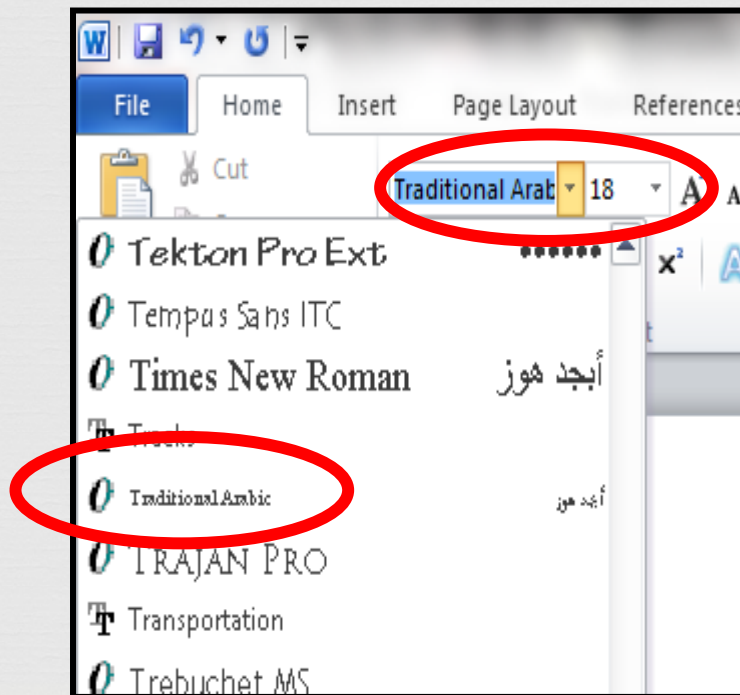


1- Choose 'right to left text direction'





2- Use font 'Traditional Arabic', size '18'



Another type of Arabic fonts:



أَهْلًا وَسَهْلًا يَا رَمَضَانُ

أَهْلًا وَسَهْلًا يَا رَمَضَانُ

أَهْلًا وَسَهْلًا يَا رَمَضَانُ

أَهْلًا وَسَهْلًا يَا رَمَضَانُ

أَهْلًا وَسَهْلًا يَا رَمَضَانُ

أَهْلًا وَسَهْلًا يَا رَمَضَانُ

أَهْلًا وَسَهْلًا يَا رَمَضَانُ

أَهْلًا وَسَهْلًا يَا رَمَضَانُ

HOW TO PUT 'BARIS' ?

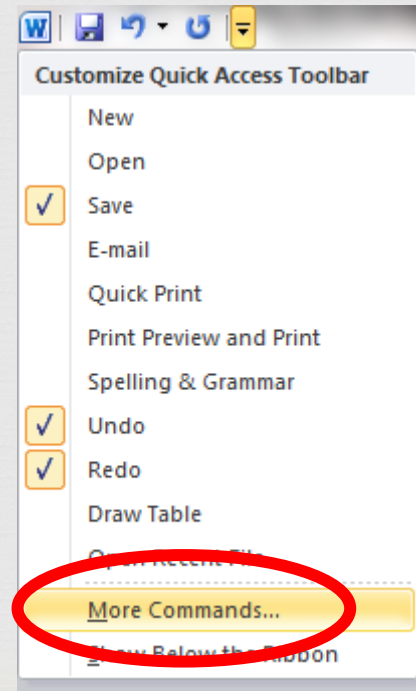
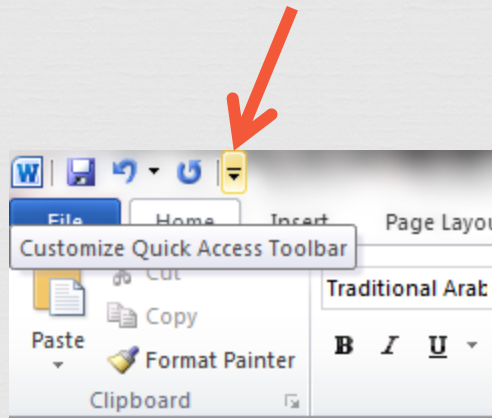


- ❧ Baris 'fathah (atas)' : shift + ض / shift + Q
- ❧ Baris 'fathatain (tanwin di atas)' : shift + ص / shift + W
- ❧ Baris 'dommah (depan)' : shift + ث / shift + E
- ❧ Baris 'dommatain (tanwin di depan)' : shift + ق / shift + R
- ❧ Baris 'kasrah (bawah)' : shift + ش / shift + A
- ❧ Baris 'kasratain (tanwin di bawah)' : shift + س / shift + S
- ❧ Baris 'sukun (mati)' : shift + ء / shift + X
- ❧ Baris 'syaddah (sabdu)' : shift + ّ / shift + ~
- ❧ Baris ◌◌◌ : 0670 ALT+X

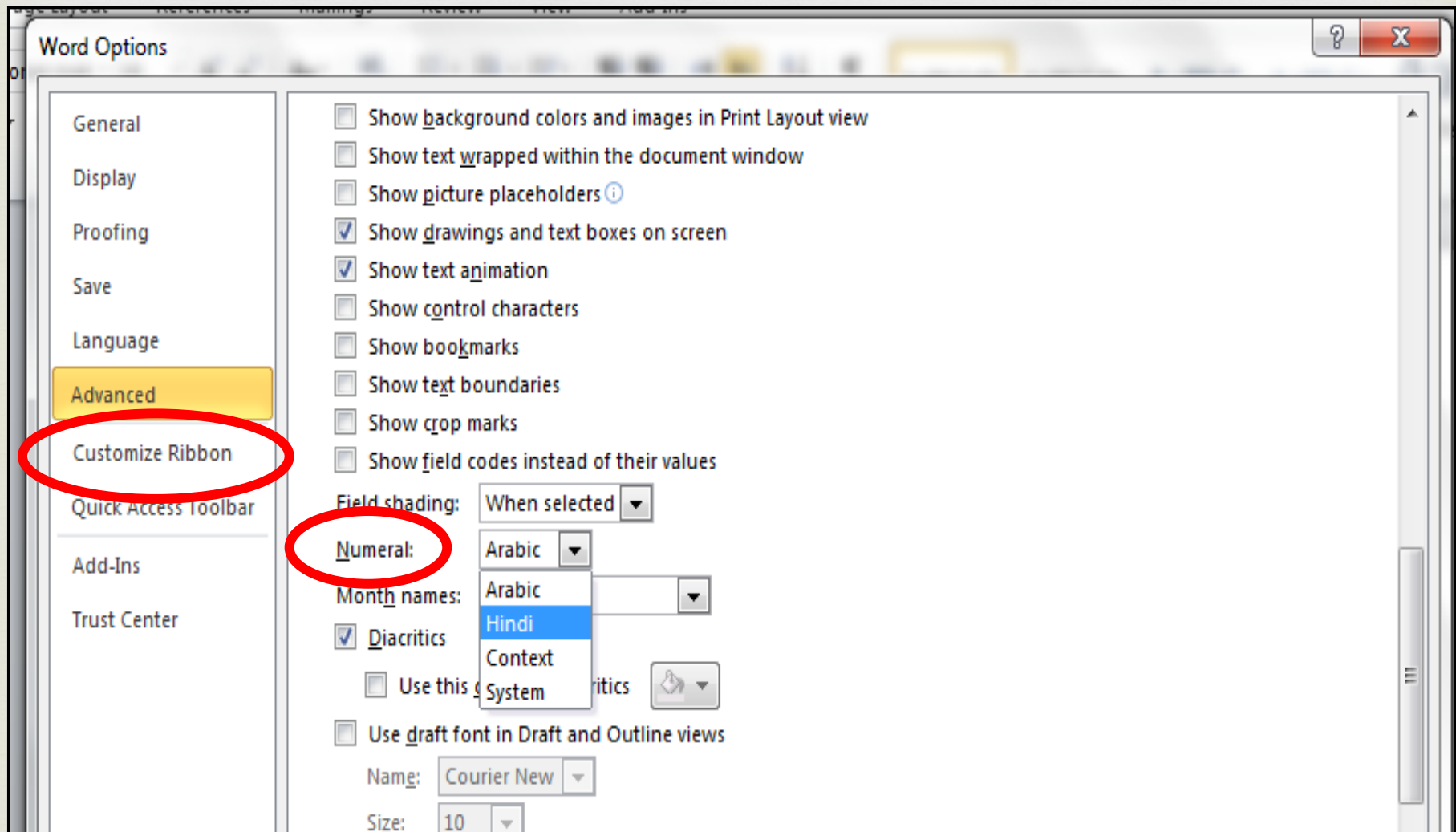
HOW TO GET ARABIC NUMBERS ?



1- Click '**customize quick access toolbar**', then click '**more commands**'



2- Click '**advanced**', then choose '**hindi**' for the 'numeral'.



Any problem with Arabic typing or MyArabic?

Come and see ustaz Khamimi /
ustzh. Raja Munirah at B108

 Br. Khamimi and Aimi, your time clashes here.

Day/ Time	8	9	10	11	12	1	2	3
Mon				Aimi				
Tues			Nadia					
Weds			Nadia				R.Munirah	
Thurs		R.Munirah		Khamimi				
Fri			Khamimi					



رمضان کریم

&

HAPPY TYPING !

عِيدُ الْفِطْرِ



إِسْمُ الْمَجْمُوعَةِ : الْوَرْدَةُ

الأَعْضَاءُ :

منيرة

درويش

محمد

إِسْمُ الْأُسْتَاذَةِ : راج منيرة راج سليمان