Contents Page No

1 Getting Start ----------2
(Microsoft Word Version & History)
2 Screen View & Name ----------3
3 Managing Document File----------5
(Information, Take New, Opening, Saving
Printing, Sharing, About Options)
4 Home Tab About----------9
(Using Clipboard Group, Font Group, Paragraph Group, Editing Group)
5 Insert Tab About ---------- 14
(Using Table Group, Illustrations Group, Comments, Header & Footer Group
Text Group, Symbols)
6 Design Tab About ---------- 17
(Document Formatting & Page Background Group)
7 Layout Tab About ---------- 18
(Using Page Setup Group, Control Paragraph & Arrange)
8 References Tab About---------- 19
(Using Table of Contents & Footnotes)
9 Knowledge About Mailings Tab
10 Review Tab About---------- 19
(Proofing, Language & Comments, Tracking, Changes & Compare)
11 Knowledge About View Tab---------- 19
12 Exercise 1 ---------- 20
13 Exercise 2 ---------- 21
14 Exercise 3 ---------- 22
15 Exercise 4 ---------- 23
16 Exercise 5 ---------- 24
17 Exercise 6 ---------- 25
18 Exercise 7 ---------- 26
19 KNU Font Layout---------- 27
20 Exercise 8 ---------- 28
21 Saw cfcr001 Font Layout ---------- 29

Don't Copy Don't Copy

Introduction

A word processor is a computer program that allows you to create, edit and produce text documents, such as letters. The first version of Microsoft Word was released in 1983 as a competitor to WordStar, the most popular word processor at the time.

What Microsoft Word means?

Microsoft Word or MS Word (often called Word). It is a graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. It is one of the many applications that are grouped under the Microsoft Office umbrella.

What is Microsoft Office used for?

Microsoft Office is a suite of applications designed to help with productivity and completing common tasks on a computer.

Microsoft Word for Windows release history

Year released	Name	Version	Comments
1989	Word for Windows 1.0	1.0	
1990	Word for Windows 1.1	1.1	
1990	Word for Windows 1.1a	1.1a	
1991	Word for Windows 2.0	2.0	Included in Office 3.0
1993	Word for Windows 6.0	6.0	32-bit version for Windows NT only. Included in Office 4.0, 4.2 and 4.3 Skipped 3, 4 and 5.
1995	Word for Windows 95	7.0	Included in Office 95
1997	Word 97	8.0	Included in Office 97
1998	Word 98	8.5	Included in Office 97
1999	Word 2000	9.0	Included in Office 2000
2001	Word 2002	10.0	Included in Office XP
2003	Microsoft Word 2003	11.0	Included in Office 2003
2006	Microsoft Word 2007	12.0	Included in Office 2007 Released to businesses on Nov 30, 2006. Released to worldwide to consumers on Jan 30, 2007. Extended support until Oct 10, 2017.
2010	Word 2010	14.0	Included in Office 2010 Skipped 13.0
2013	Word 2013	15.0	Included in Office 2013
2016	Word 2016	16.0	Included in Office 2016
2019	Word 2019	16.0	Included in Office 2019

And it's had in different platforms like: Mac OS, MS-DOS, SCO Unix, etc.

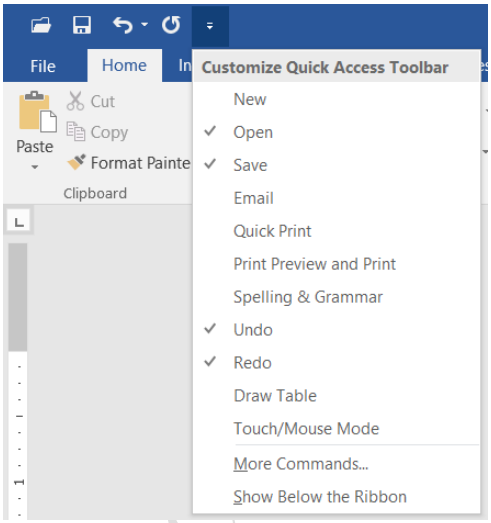
Don't Copy Don't Copy

Exploring the Word 2016 Enviroment

Title Bar

Quick Access Toolbar

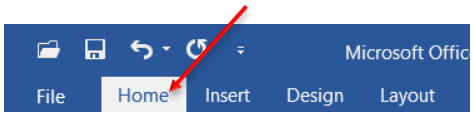
1 2 3 4 5



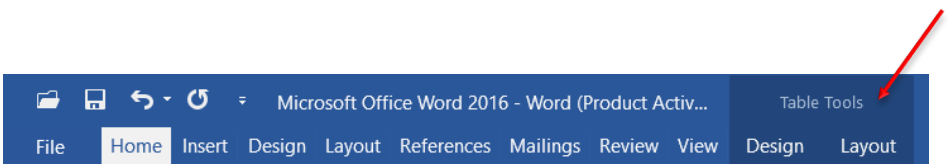
1. Use it to open the saving file [Ctrl+O].
2. Use it to save your active document [Ctrl+S].
3. To be back off your error, use undo [Ctrl+Z].
4. Redo/Repeat [Ctrl+Y].
5. Customize Quick Access Toolbar.

1 2 3 4

1. **Ribbon** Display Options.
2. **Minimize.**
3. **Restore Down** (full screen size to small screen size) and **Maximize** (small screen size to full screen size).
4. **Close** (Close the whole word, not only document).



Active Tab. By default, it will open with the Home Tab active on the ribbon. The active tab has a different color.

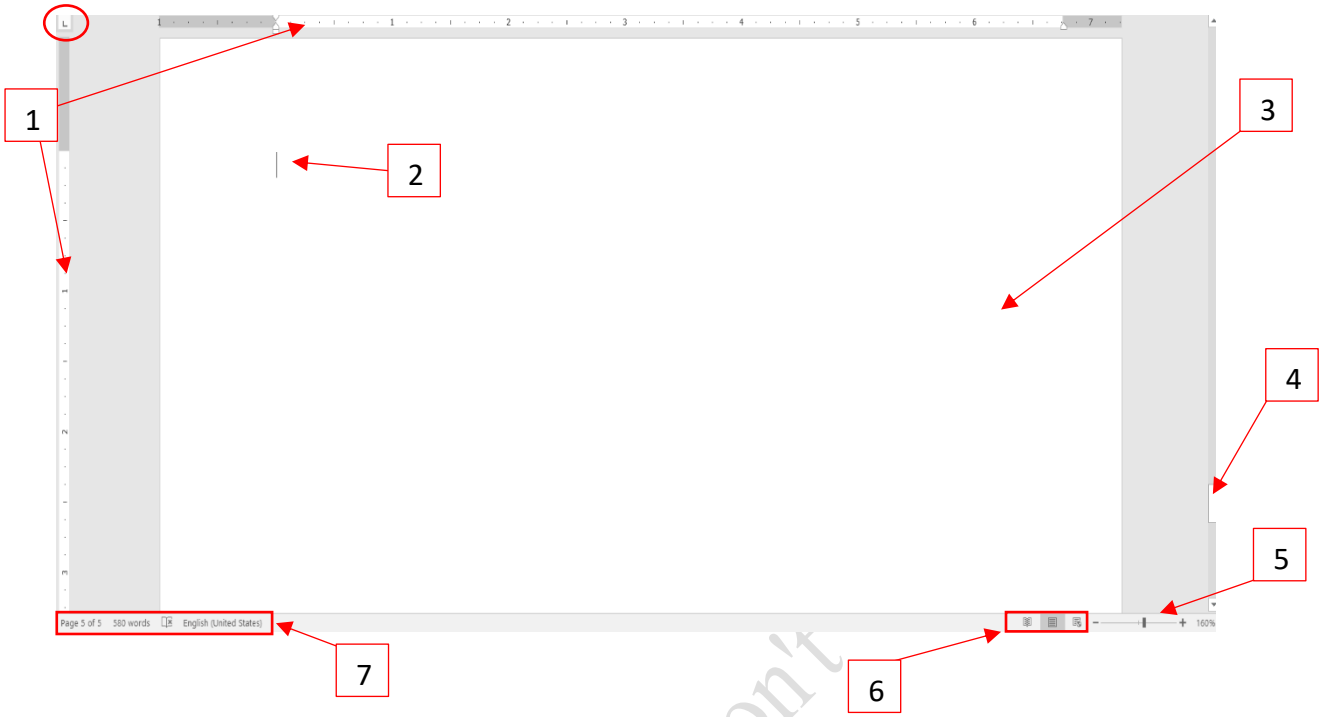


Don't Copy Don't C

Don't use in public

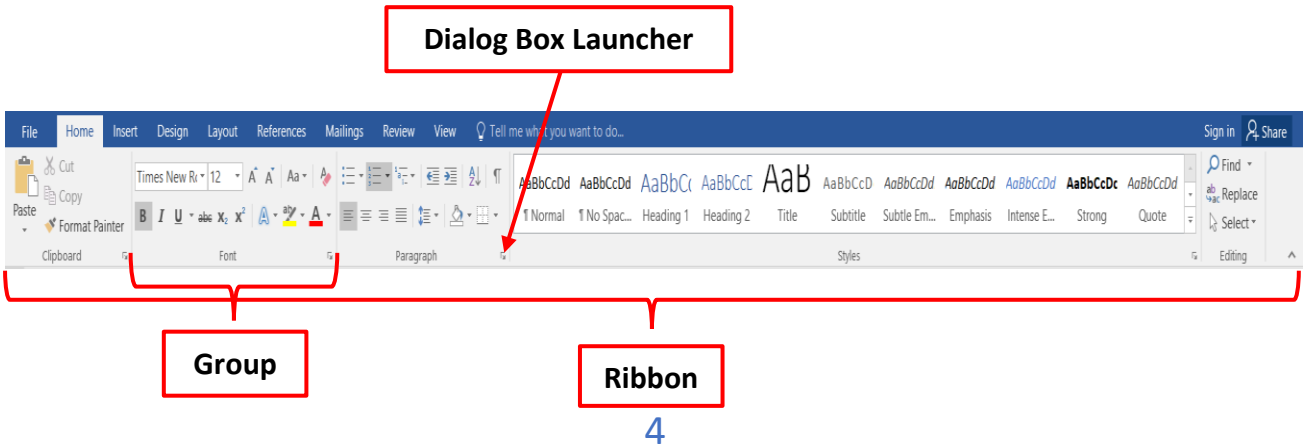
Don't Copy

Contextual Tab. These tabs are displayed when certain objects, such as an images and text boxes, are selected. They contain additional options for modifying the object.



1. **Ruler Bar.** You can see and set tap stops, move table border and line up object in the document. Also, you can measure stuff. It have horizontal ruler and vertical ruler.
2. **Insertion Point.** It was showed to type.
3. **Work Area.**
4. **Scroll Bar.** To make work area up or down.
5. **Zoom Tools.**
6. **View buttons.**
7. **Page Info & Word Count.**
8. **Tab Selector.**

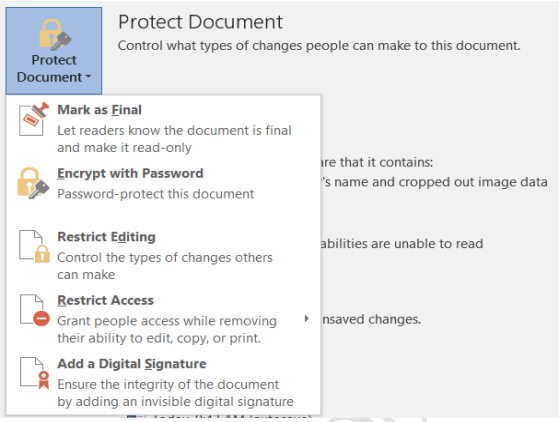
Don't Copy Don't



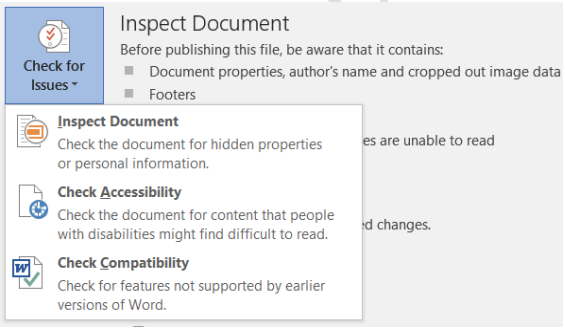
Don't use in public

Don't Copy

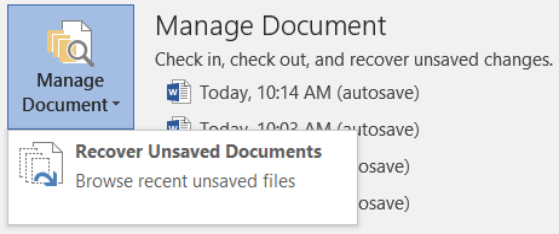
Information



Protect Document. When you are finishing a document and send it to a person. Only that person can open this document by knowing password.



Inspect Document. Before publishing this file, you can check your issues to be correct.

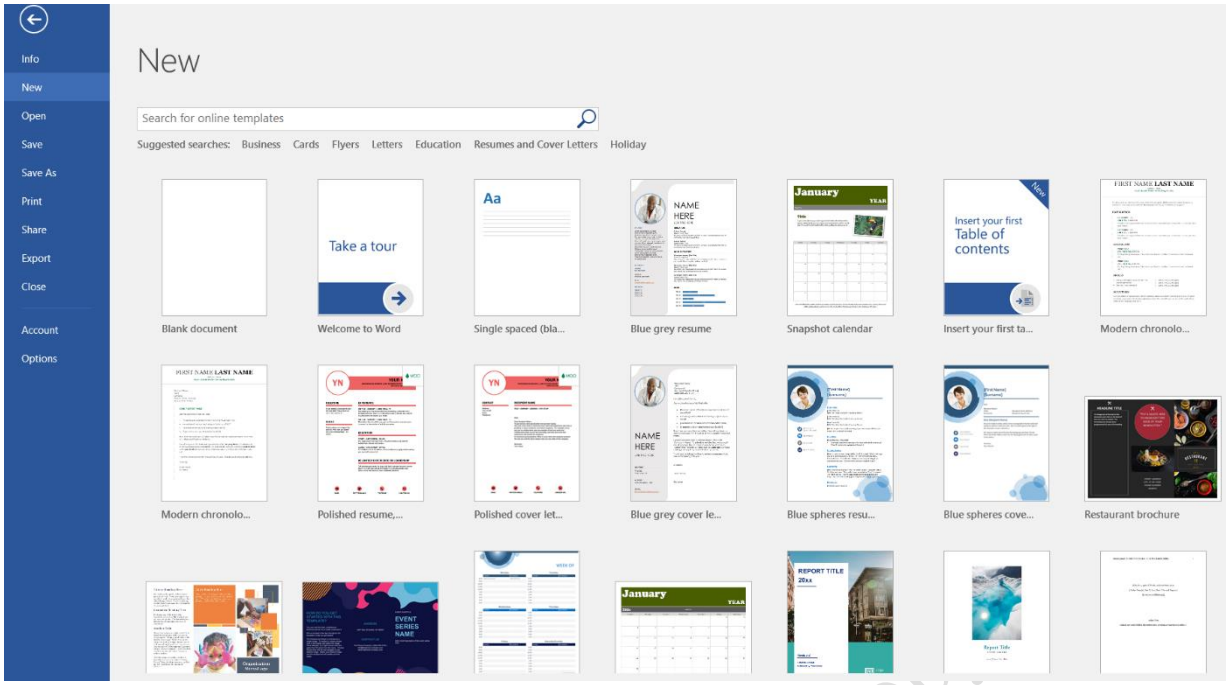


Manage Document. Check in/out and recover unsaved changes in your daily working file.

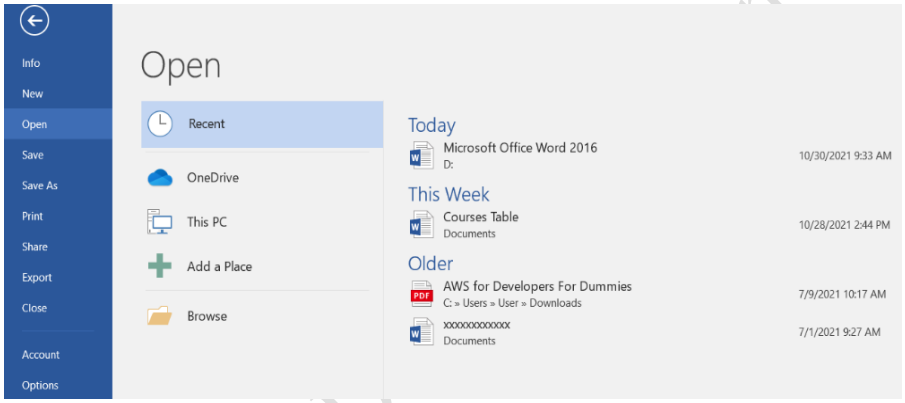
Don't Copy

Don't use in public

Don't Copy

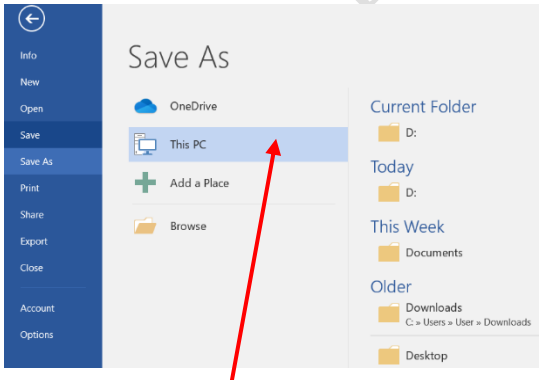


New In this way, you can make a new document but this is not for a new page. If you have the internet, you can search for online templates. [Ctrl+N]



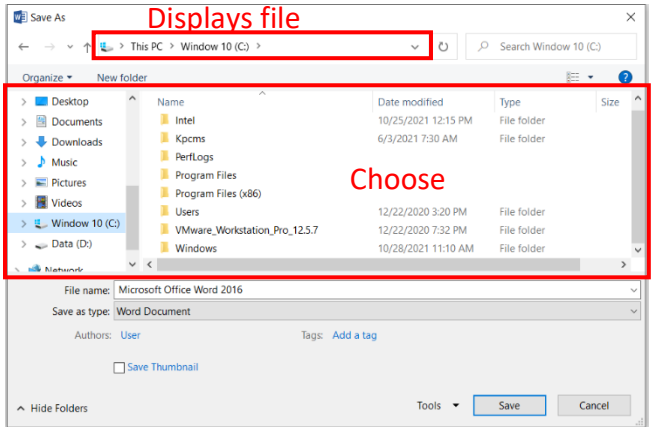
Open

When you want to open a document, you have to know where did you save it (means location). [Ctrl+O]



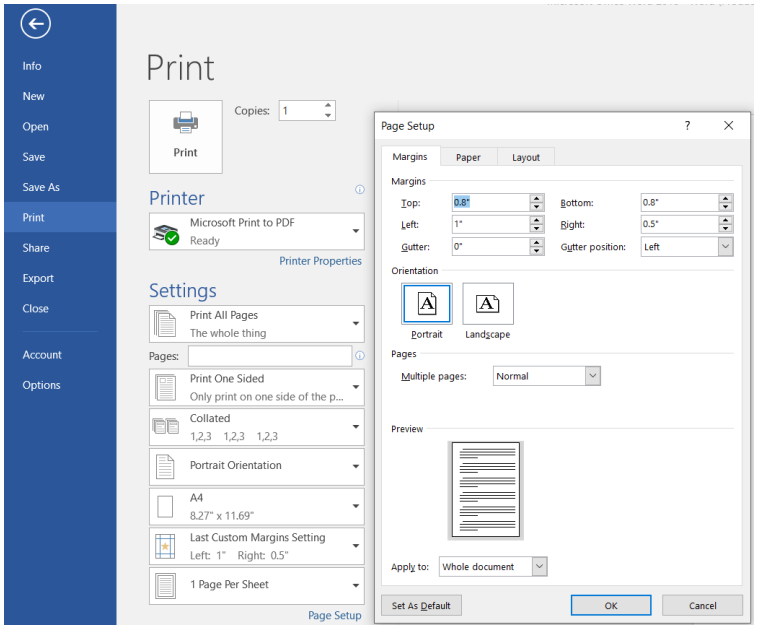
To save in local computer, double click

Save & Save As If you want to save a new document, you need to go to the Save As. Select your location type, give a name and save. [Ctrl+S]



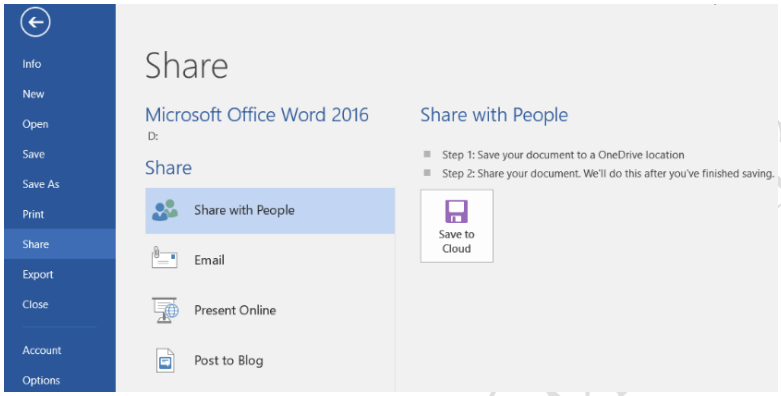
Don't use in public

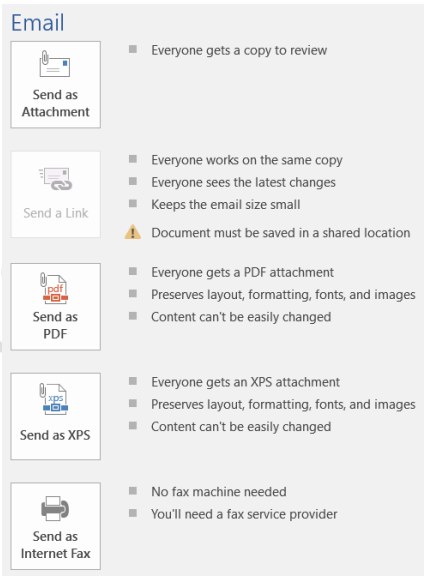
Don't Copy

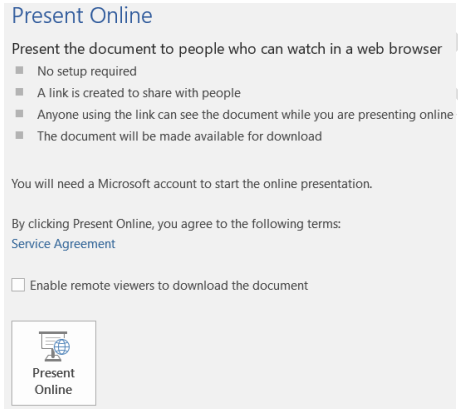


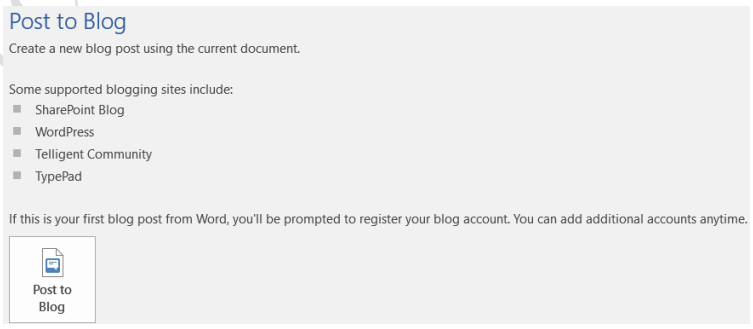
Print

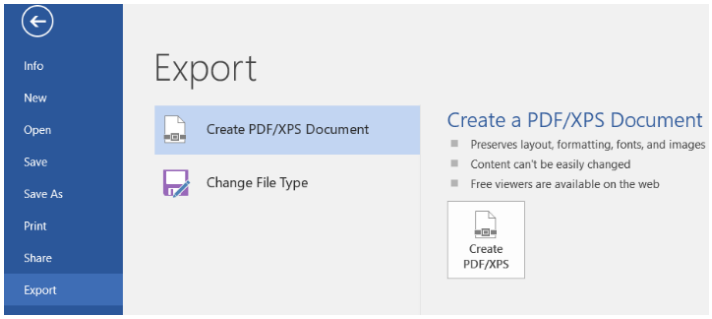
Print settings will help you to print your document. You can manage your paper by analyzing it in Page Setup (below the button). [Ctrl+P]

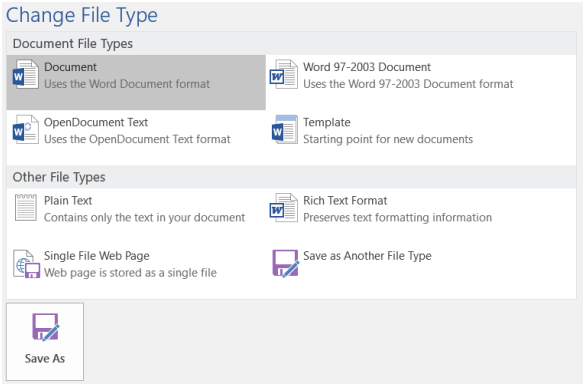






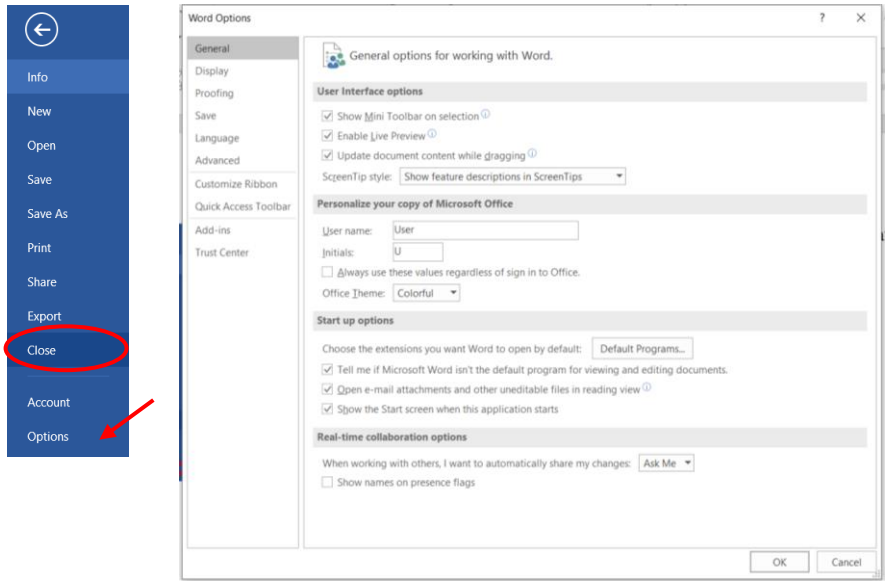






Don’t use in public

Don’t Copy



This closure will not close the entire Word situation, but only the currently used document.

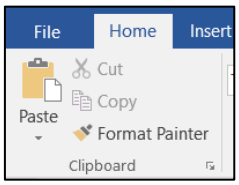
Word Options

We can manage about User in General Setting. Display Setting will help us how document content is displayed on the screen and when printed. We can change how Word corrects and formats your text in Proofing Setting. We can customize how documents are saved and also language. We can edit and manage on advanced options for working with Word. We also have Customize Ribbon, Quick Access Toolbar, Add-ins and Trust Center.

Don't Copy Don't Copy

Home Tab

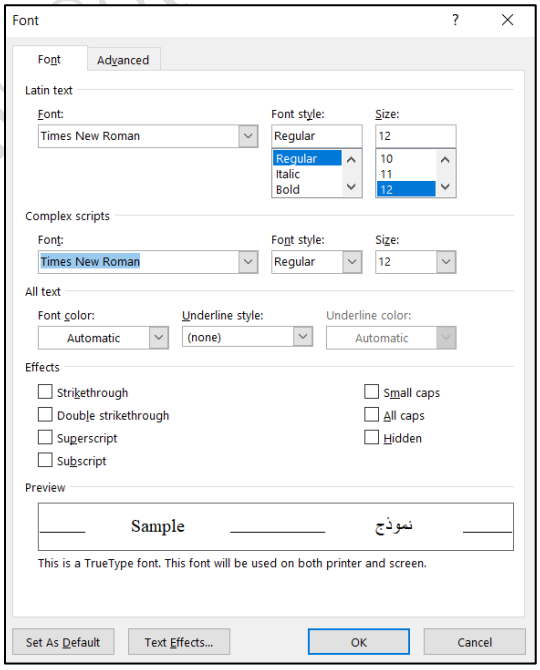
Using Clipboard Group



1. Select the text first and click Copy [Ctrl+C]. Take the insertion point to the place you want and click Paste [Ctrl+V].
2. Select the text first and click Cut [Ctrl+X]. Take the insertion point to the place you want and click Paste [Ctrl+V].
3. You have some effect on our text and you want to put it on another text. To get the effect; Select the text first and click on the Format Painter. You can use it once with just one click, but you can use it more with two clicks}. Then choose another text to get the same effect.

By clicking Dialog Box Launcher, it will show the effect in the box next to your left screen.

Times New R	Font
12	In/Decrease Size
Aa	Change Case
	Clear All Formatting
B	Bold [Ctrl+B]
I	Italic [Ctrl+I]
U	Underline [Ctrl+U]
abc	Strikethrough
x_2 x^2	Subscript [Ctrl+=], Superscript [Ctrl++]
	Text Effects and Typography
	Text Highlight Color
	Font Color



Using Font Group

Click the Font Dialog Box Launcher on the Font Group to open font box. Here you can further manage.

Don't use in public

Don't Copy

Font

You can choose a new font for your text. Not all fonts are here. You can go to the browser and install the font you want. Which font do you want to use? You must first have it on your machine to use it.

Size

If you use Increase Size, you can only use the size from your device. For example, there are 12 and 14, but not 13. The same goes for Decrease Size. So if you want 13 size, you have to do it yourself.

Change Case

Change Case can help you to change your words or sentences. For example, Happy, happy, HAPPY and hAPPY.

Clear All Formatting

Remove all formatting from the selection, leaving only the normal, unformatted text. If you want to use it, you must select your text first and click on it.

Bold

The font you write is thin. Then you want to make it thick. So first select your text and click on Bold. Then you will see that your text is thick.

Italic

Select your text and click Italic. It will italicize you text.

Underline Style

Underline style will help you to underline your text. To be used, select your text and click on it.

Strikethrough

For example, drawing through a line in your text to show it as an error. Select your text and click it.

Subscript & Superscript

When you type a date or some mathematical equation. You want to move up or down a bit. Use Superscript to go up and use Subscript to go down.

Don't Copy Don't Copy

Text Effects and Typography

Add some flair to your text by applying a text effect, such as a shadow or glow. You can also change the typography setting to enable ligatures or choose a stylistic set.

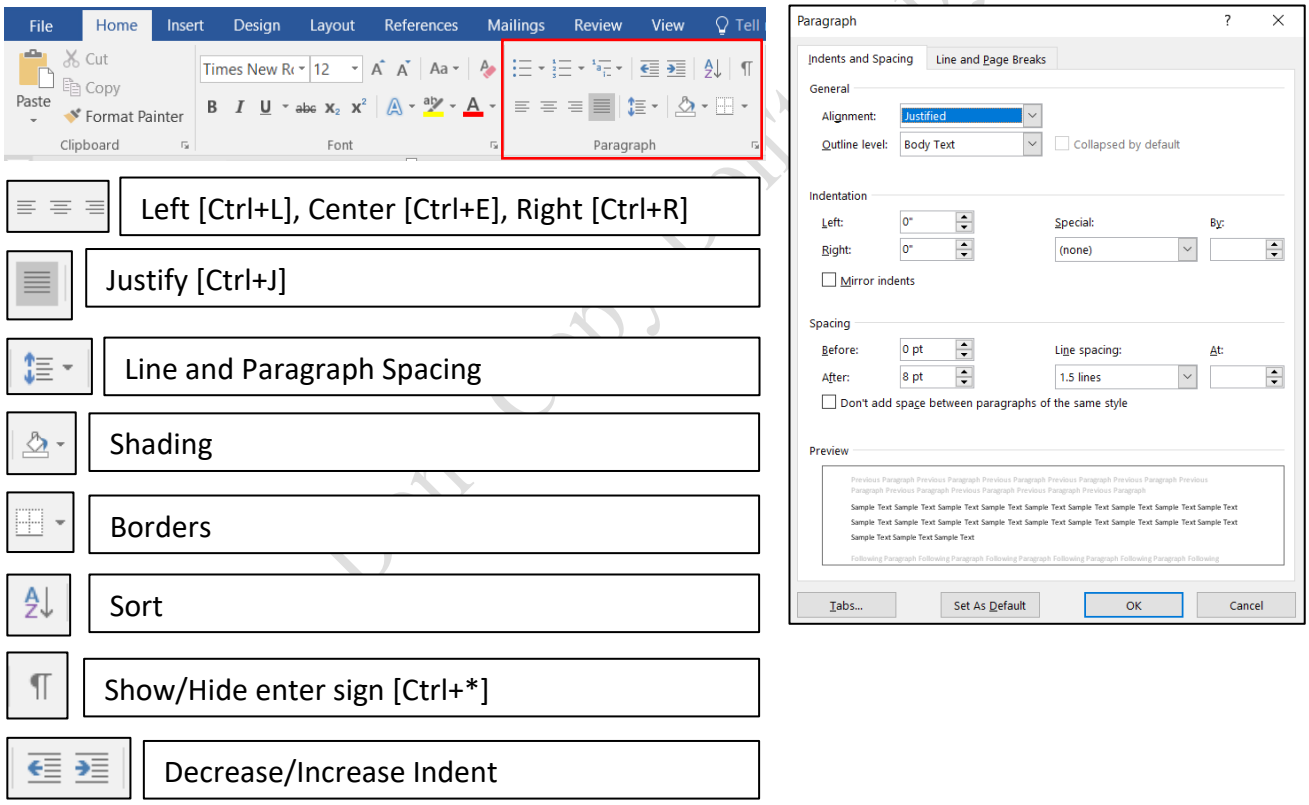
Text Highlight Color

Make your text pop by highlighting it in a bright color.

Font Color

Change the color of your text.

Using Paragraph Group



If you use **Left Alignment**, your content will reach the left of the page.

If you use **Center Alignment**, your content will reach the center of the page.

If you use **Right Alignment**, your content will reach the right of the page.

If you use **Justify Alignment**, Your content will be aligned on both sides of the page.

Don't use in public

Don't Copy

Line and Paragraph Spacing. Choose how much space appears between lines of text or between paragraphs. To apply the same spacing to your whole document, use the Paragraph Spacing Option on the Design Tab.

Shading

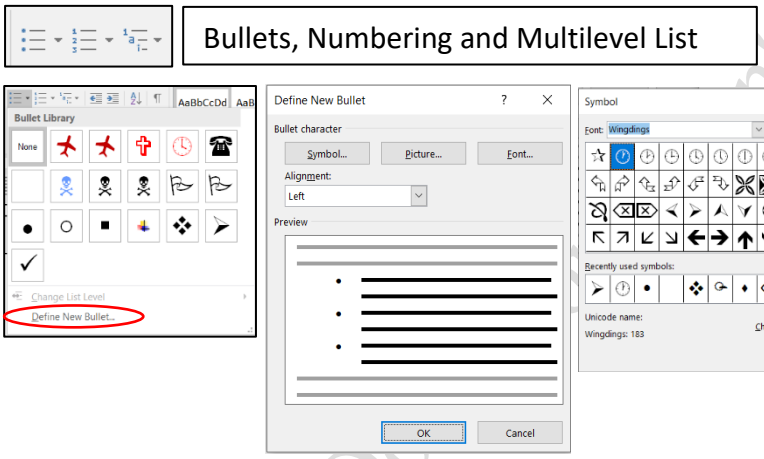
Change the color behind the selected text, paragraph or table cell. This is especially useful when you want information to jump off the page.

Border It helps to change the shape of the frame in your table or remove it.

Show/Hide enter sign is especially useful for advanced layout tasks.

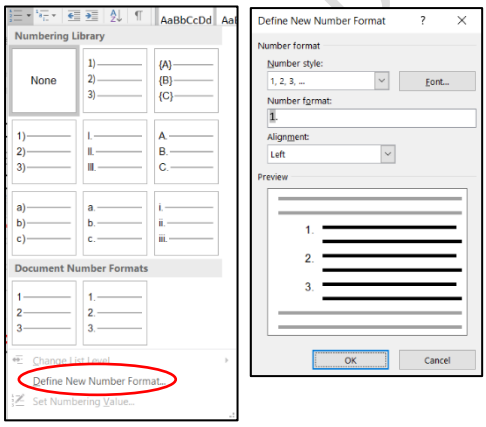
Decrease Indent Move your paragraph closer to the margin.

Increase Indent Move your paragraph farther away from the margin.

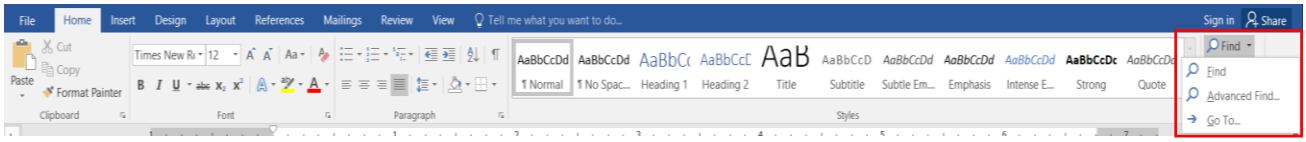


To find bullets style –

Symbol,
Wingdings,
Wingdings2,
Wingdings3,
Webdings, etc.



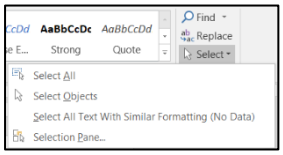
We can use different number style and add something to it. We can change font, size and color. But cannot change font in Bullets style.



Don't use in public

Don't Copy

You can find words by using Find [Ctrl+F]. If you want to find and replace [Ctrl+H] some word, use Advanced Find. If you want to go somewhere, use Go To [Ctrl+G].

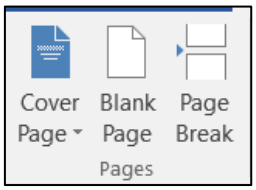


By using Select, you can select all or only Objects that you want. And you can display the Selection Pane.

Don't Copy Don't Copy

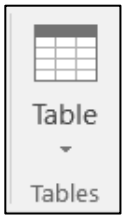
Insert Tab

Using Pages Group

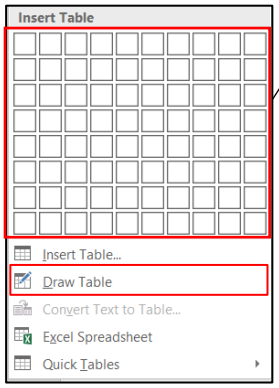


If you want to make cover design for a book, you can use Cover Page. Cover design can be easily created. Blank Page and Page Break help you get a new worksheet.

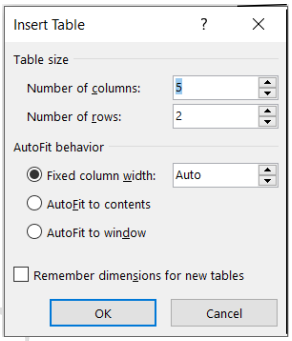
Using Table Group



A table is a great way to organize information within your document.



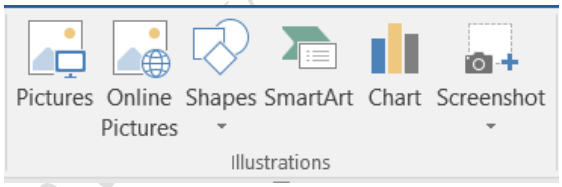
This will help you to make easy Table. But have only 10 x 8 Table.



If you want a lot of columns and rows, you can use Insert Table. You can create Table size and AutoFit

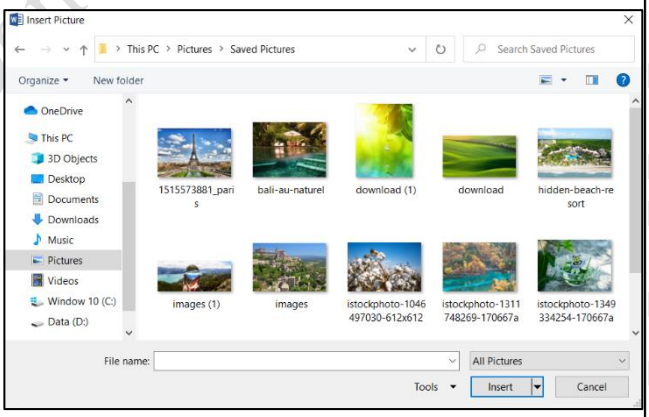
Design your own table by drawing the cell, row and column borders yourself. You can even draw diagonal lines and cells within cells.

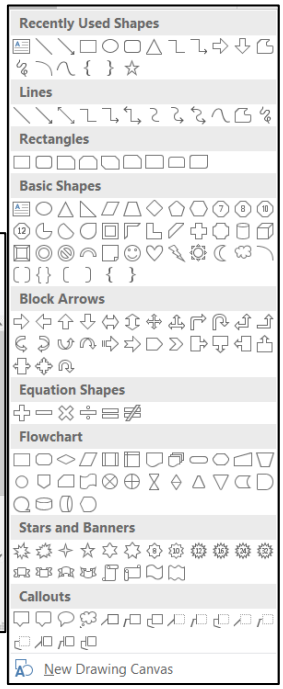
Using Illustrations Group



Pictures & Online Pictures

Insert Pictures will help you take pictures from your computer or another computer you are connected to. If you do not have a picture, you can use Online Pictures to find some of the pictures you want. But you need an internet connection.





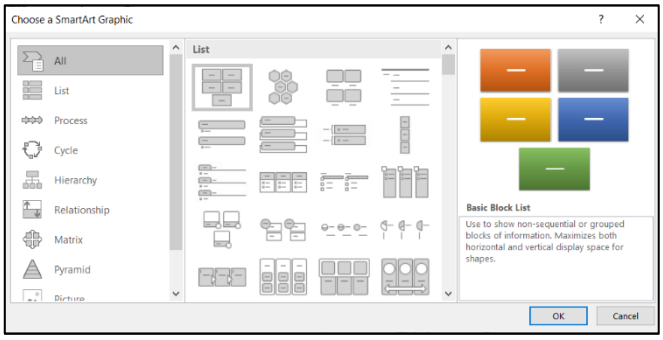
Shapes

You can use Shapes to easily draw the shapes you want. You can easily get shaped like heart shape, Circle shape, Square shape, etc.

Don't use in public

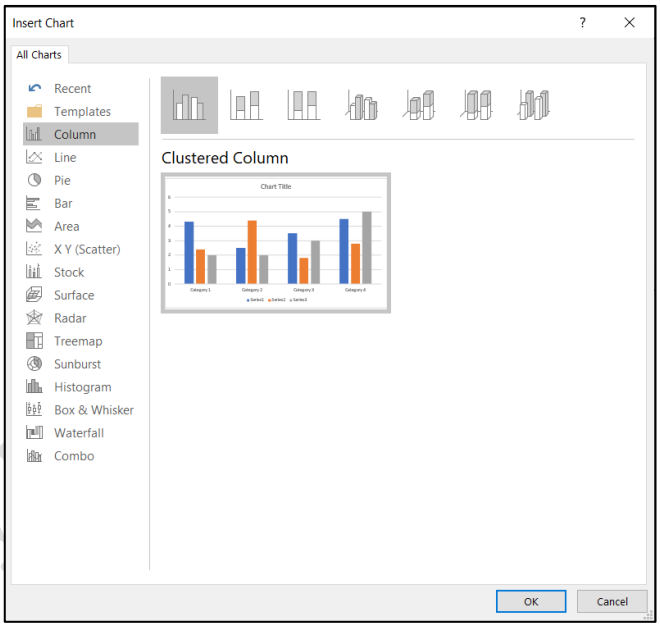
Don't Copy

SmartArt



The SmartArt feature lets you create and customize designer-quality diagrams to convey information with graphics instead of just text. You can even convert bulleted lists into a diagram using the SmartArt diagram tools.

Chart



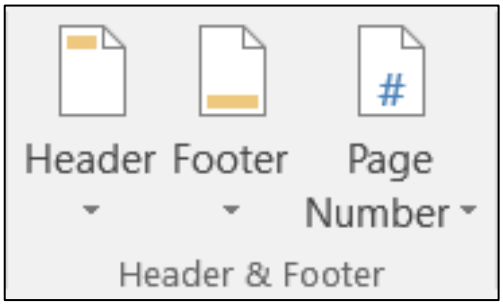
You can make a chart in Word. If you have lots of data to chart, create your chart in Excel, and then copy from Excel to another Office program. This is also the best way if your data changes regularly and you want your chart to always reflect the latest numbers. In that case, when you copy the chart, keep it linked to the original Excel file.

To create a simple chart from scratch in Word, click Insert > Chart, and pick the chart you want. In the spreadsheet that appears, replace the default data with your own information.

Screenshot

A screenshot **includes all the elements currently on the screen**, including the Word toolbar and any items present in the document. Screenshots are also editable directly within Word as well as in graphic manipulation programs.

Using Header & Footer Group



Header will help you to make a title from the top of your page. This will make you easy to add title all pages. Footer also can do that at the bottom of your page. You can add custom characters or dates. Page Number will help you to number the pages in your document. It can be easily edited or removed.

Don't use in public

Don't Copy

Using Text Group

Text Box

A Text Box brings focus to the content it contains and is great for showcasing important text, such as headings or quotes. You can also draw by using Draw Text Box.

Quick Parts

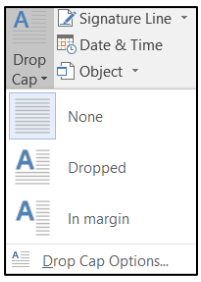
Quick parts, also referred to as “building blocks,” are frequently used text saved in a gallery, from which it can be inserted quickly into a document. Recycle content in business documents by creating and using building blocks.

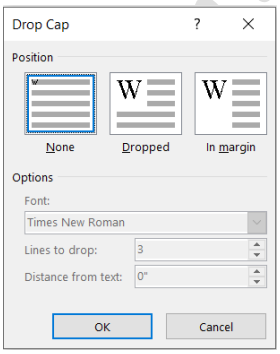
WordArt

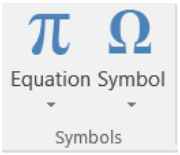
WordArt is a gallery of text styles that you can add to your publications to create decorative effects, such as shadowed or mirrored (reflected) text. You can use WordArt to add special text effects to your document. ... You can modify or add to the text in an existing WordArt object whenever you want.

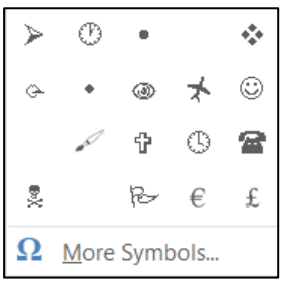
Drop Cap

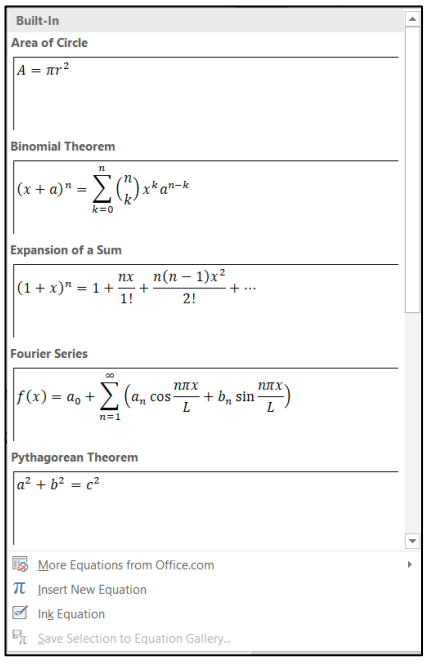
A drop cap (dropped capital) is a large capital letter used as a decorative element at the beginning of a paragraph or section. The size of a drop cap is usually two or more lines. The following illustration shows your options for positioning a drop cap.











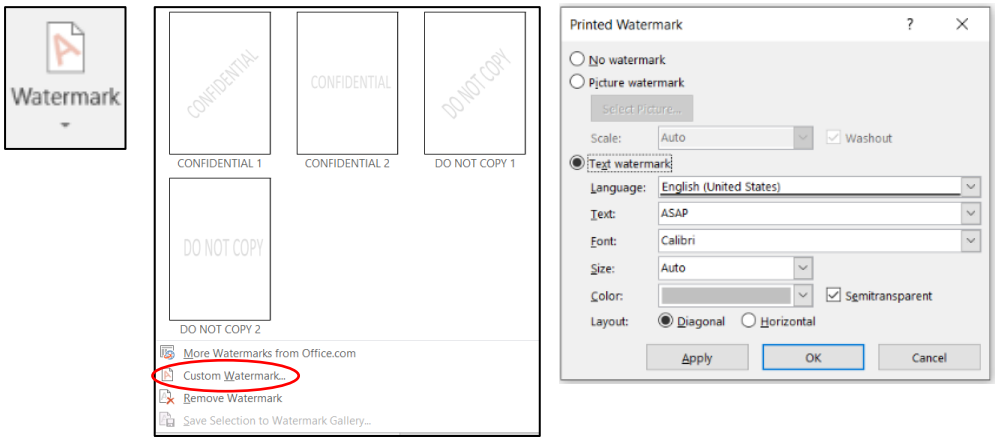
Equation & Symbol

You can create your own equations using the library of math symbols and structures. Symbol will help you to choose a variety of options including mathematical, currency, and copyright symbols.

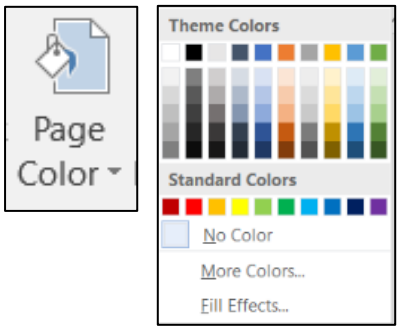
Don't Copy Don't Copy

Design Tab

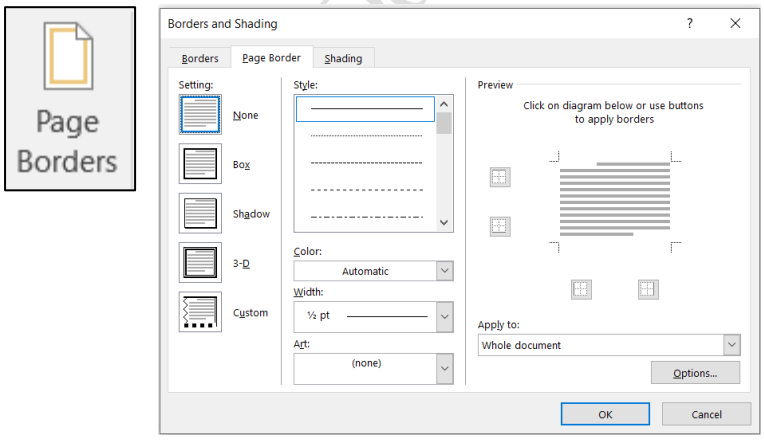
Using Page Background Group



A watermark is an image or text that appears behind the main text of the document. It is usually a lighter shade than the text, so you can read the document easily.



In MS Word there is a special feature called Page Color in which you can add color to the pages of your document.

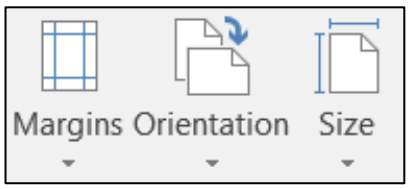


A border draws focus and add a stylish touch to your document. You can create a border using a variety of line style, widths and color, or choose an art border with a fun theme.

Don't Copy Don't Copy

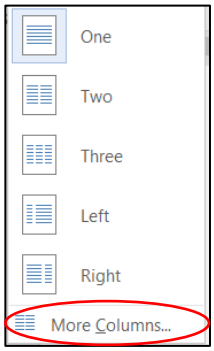
Layout Tab

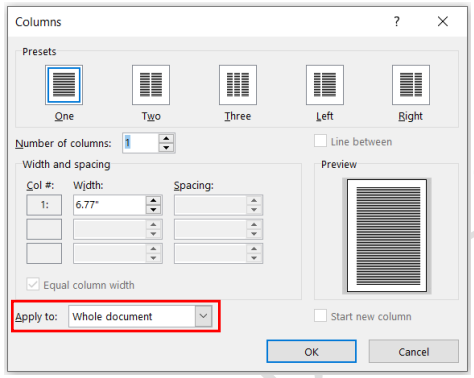
Page Setup was the same as print. Margins will help you to manage sizes for the entire document or the current section. You can give your pages a portrait or landscape layout. Choose your paper size for your document and it will help you when printing.

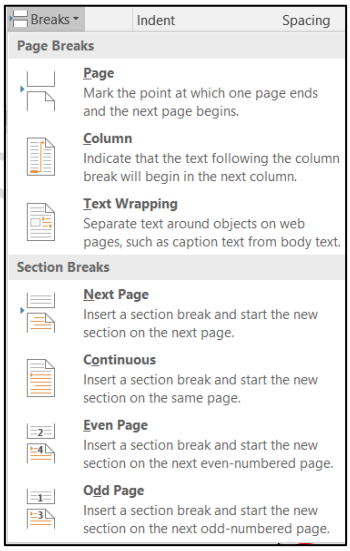


Columns

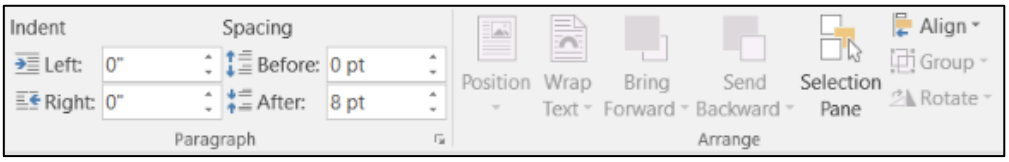
Essential to formatting many documents, columns help break up the layout of a page full of text. You can set columns just about any way you like with the ability to specify the number, size, and borders.







From the giving Paragraph Group, you can manage your paragraph's indent and spacing. After you bring a photo or something into your passage, you can arrange it to use backward, bring forward or using wrap text.



Position

Text will automatically wrap around the object so that it's still easy to read.

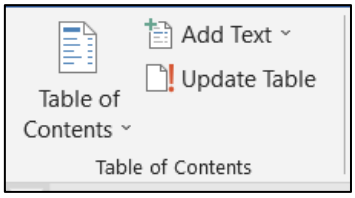
Wrap Text

You can choose to have the text continue around the object or cross right over it.

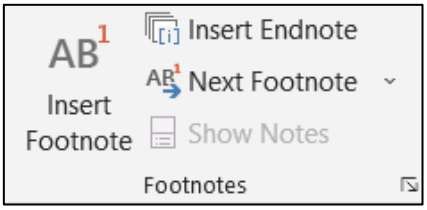
Don't Copy

References Tab

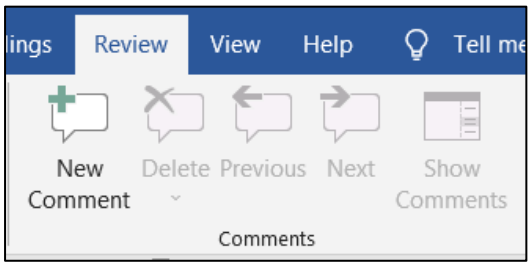
Table of Contents will provide an overview of your document by adding a table of contents. Text using a heading style will be included automatically. To include more entries, select the text and click add text. The table will be refreshed when you click update table.



Insert Footnote (Ctrl+Alt+F) Add a note at the bottom of the page providing more information about something in your document.

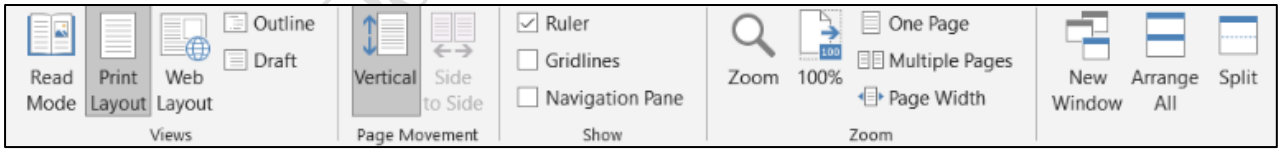


Review Tab



Add a note this part of the document. For example, you write a word "TTC Student" and you want to note something about it. So, you select that text and make a New Comment. After that you write on it like "This is only for student." You can use Show Comments to see your note and you can also delete it.

View Tab



You can change your view like Read Mode, Print Layout, Web Layout or Outline. Page Movement will show your page is vertical or side to side. If you click Ruler, Gridlines or Navigation Pane that will show you. Zoom can change your viewing page size.

Don't Copy Don't Copy

Exercise (1)

Techopedia Explains Computer System

Early Models

To look at the history of a computing system, you have to go all the way back to Charles Babbage's differential machine. This computer, (which never actually got fully built), predated and prefigured the mainframes and large-scale computers of the early 20th century the Von Neumann machine and its ilk, as computers, bulky and monolithic, first appeared in the human world.

The Personal Computer

Then, the personal computer or desktop computer was born. This model persisted for a long time, where the computer box or shell was the central hardware and used peripherals like a monitor, keyboard and mouse, along with software that was fed to the computer through floppy disks.

OPERATING SYSTEM

The operation system emerged early as a convention in supporting the full computing system in the box, and making sure that users had a universal way to handle the software that ran on that hardware. Then, in addition to the operating system, we learned about files, applications, and executables, the actual software products delivered to run on a given operating system.

Laptops

Over time, as Moore's law continued to apply and hardware became smaller, the laptop computer was born. Then came the mobile phone, and eventually the peripheral interface model with the plugged-in mouse, keyboard and monitor was replaced by a single touch screen device, so that no peripherals were needed.

The Cloud

At the same time, a key software advance applied, too. Cloud and software as a storage models meant that software came to be delivered digitally through the Internet, instead of being sold on physical media like floppy disks and later, compact discs. "Out of the box" software became somewhat obsolete, especially in enterprise IT.

Don't Copy Don't Copy

Exercise (2)

Virtualization

More recently, virtualization revolutionized how we think of hardware and software setups. A modern computing system may not consist of a piece of hardware itself – it may instead consist of a virtualized computer system or virtual machine that uses resources from a grid to operate.

So, what we think of as a computing system has changed in form, but not, in key ways, in substance. It still has all of those core capabilities: receiving user input, processing data, and storing information – it just does them in much more elegant and capable ways.

As the interface evolves, and as we approach a new world of AI and machine learning, we see what power computing systems can have.

Microsoft Office Course –

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet & E-mail

Don't Copy Don't Copy Don't Copy

Graphic Design Software Course –

[i] Adobe Photoshop

[ii] Adobe Illustrator

[iii] CorelDRAW

[iv] Paint & 3D

Exercise (3)

Hawk Happenings

All Of Us At The Sudbury District Nurse Practitioner Clinics

Wish You A Happy And Safe Holiday Season.

It has been a busy fall at the Hawks' nest. The Intermediate Hawks finished with a silver medal in co-ed soccer and the Intermediate Girls X-Country running team, who had a tremendous season, came home with 1st and 2nd finishes in the city final race.

In the secondary program, Cayley Barbeau qualified for the Northern Ontario championships in Golf. Jaxson Cress finished with the bronze medal in both the City championship and Northern Ontario championship x-country races and Ben Ligandin finished with a gold medal in both the City championship and Northern Ontario championship races. This finish qualified Ben to run in the all-Ontario championship race.

We also had a tremendous season on the volleyball and basketball courts making it to playoffs in both of these sports. And thein there is football. Lively had another exceptional football season.

The Lively Girls Flag Football team was regular season, Division A champs with 4 out of 5 wins. With

152 points in the regular season and only 71 points against, the girls fought a hard battle to stay on top in the semifinals, losing to Notre Dame after a field goal kick with 10 seconds left in the game.

The Senior Boys Football team finished the regular season at 5 – 1 finishing the league play in 2nd place. The team defeated St. Charles in the semifinals, however lost against Lo-Ellen in the City championship match. Most say that this final game between Lively and Lo-Ellen (a rematch of last year's finals) was arguably the best football final in the last 20 years.

Don't use in public Don't Copy

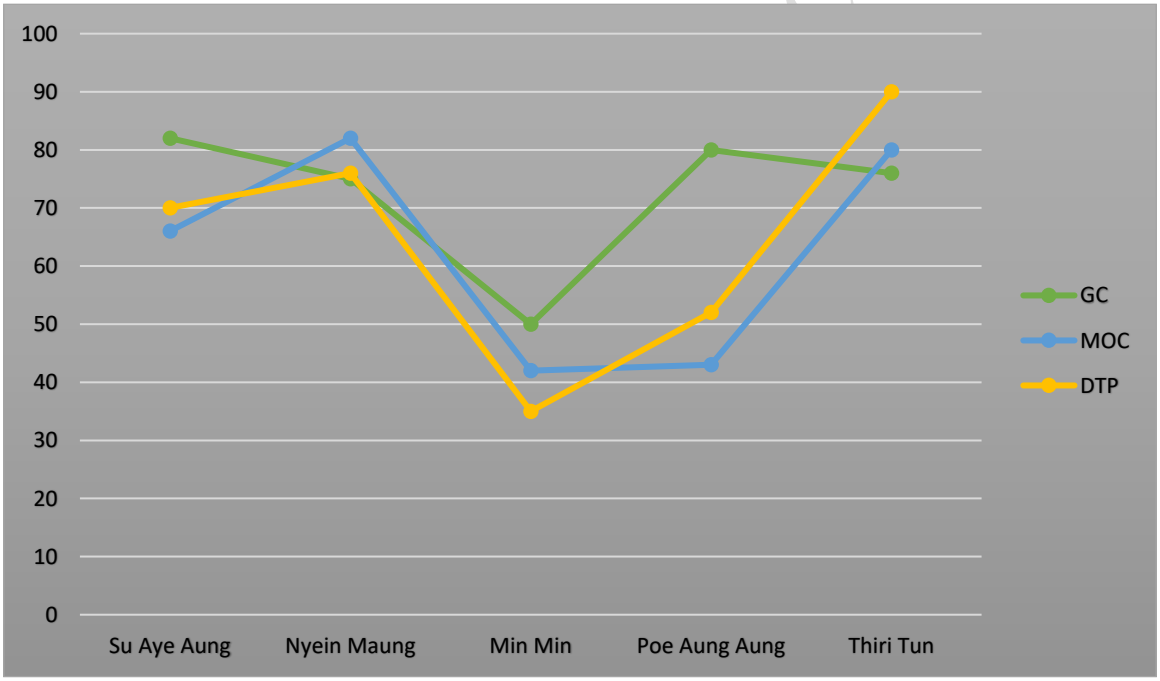
Don't use in public Don't Copy

Exercise (4)

Examination Status For L5DC Section Result

No	Student Name	GC	MOC	DTP	Status
1	Su Aye Aung	82	66	70	Pass
2	Nyein Maung	75	82	76	Pass
3	Min Min	50	42	35	Fail
4	Poe Aung Aung	80	43	52	Fail
5	Thiri Tun	76	80	90	Pass

Copy



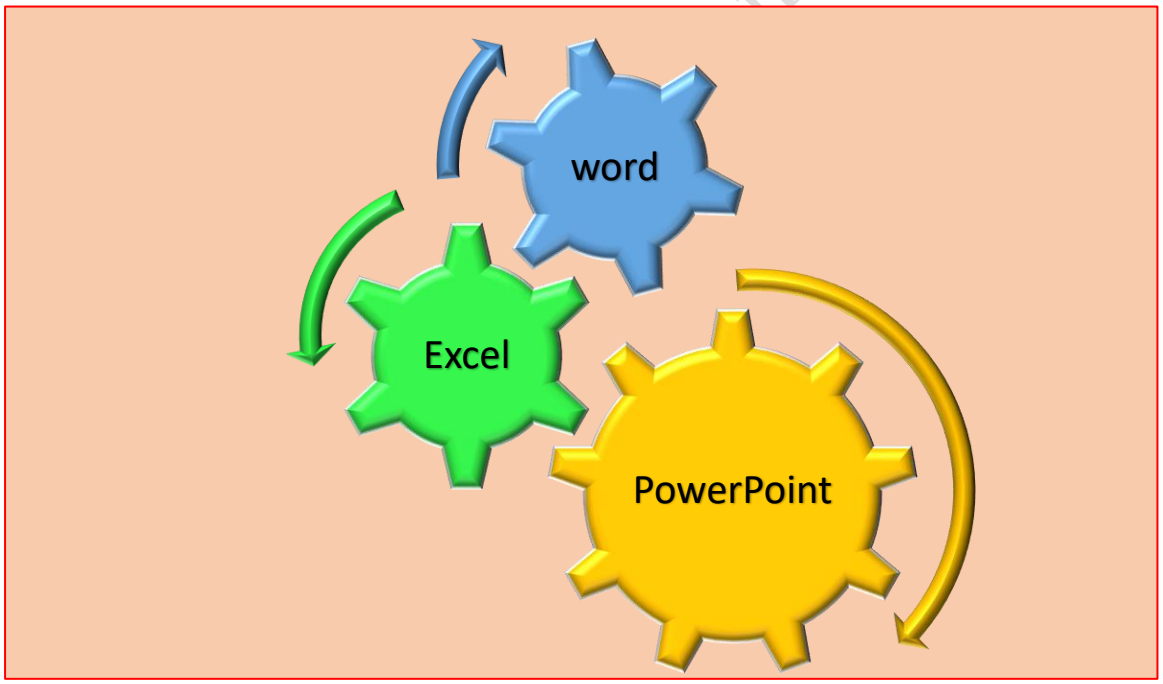
Don't use in public

Don't Copy

Exercise (5)

Unfortunately, the Lively boys lost to the Sault Ste. Marie team 14-0. The boys will never forget this game as it was played in a foot of snow and blizzard like conditions. With over half of the school population playing football this year, the Lively football program has blossomed thanks to our dedicated and talented students, past and present who make an effort to support and represent our fantastic school. A special thank you goes out to the coaches, especially the community coaches, for giving of your time to work with our Hawk athletes.

n't Copy



Don't use in public
Don't Copy

Exercise (6)

Course Fees Discount List					
Class A		**Class B**		**Class C**	
Internet & E-mail	100	MYOB Level 1	200	DTP Course	380
Computer System	900	MYOB Level 2	300	ICT Foundation	400
Office Course	380	Auto CAD	410	Database	390
Advance Course	420	Graphic Design	450	Linux	600
Advance Excel	210	Web Application	200	NE +	920
Total		**Maximum**		**Average**	

No	Name	Employee Number	Post	Salary
1	Mr. Jame	BTI – 2001	Manager	4200
2	Mrs. Yin	BTI – 2002	Senior Manager	3890
3	Mr. Moe Thein	BTI - 2003	Instructor	3000

The manager should have full expertise for this job as he needs to manage all the work processes of the employees. The instructor will need to energy and flexibility as every class will have employee's whose skill level in Microsoft Word will span for the novice to proficiency level.

Don't Copy Don't Copy

Don't use in public Don't Copy

Exercise (7)

OCTOBER

M	T	W	T	F	S	S
						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					

ITEM	NEEDED
Books	23
Magazines	14
Notebooks	0
Paper pads	3
Pens	5
Pencils	2
Ruler	3

A birthday wish is sent your way hoping you'll have a wonderful day. Surrounded by people you hold most dear, gathered to celebrate one more year. A happy day is wished for you, I hope it lasts the whole year through!

Your Lovely,
Boom

Some People look down upon good manners as being only surface of fessing and having no real value. Theay think that to be polite is tube womanish. It may be true that soft, smooth speech may hide a deceitful heart. But it is equally true that a rough, rude manner may hide a kind heart so effectively that no one cannot discover it.

Don't use in public Don't Copy

KNU Font Layout

Normal Typing

ပ	ဘ	၂	ဒု	၄	၅	၆	၇	၈	၉	ဝ	ြ	–
ဆ	တ	န	မ	အ	ပ	က	င	သ	စ	ဟ	=	ဩ
	ေ	ျ	ိ	်	ာ	့	ြ	ု	ူ	း	ဖ	
	ဖ	ထ	ခ	လ	ဘ	ည	ဉ	ယ	ဥ	”		

Using Shift

ဂ	ည	ာ	၂	၃	ရ	၄	ရ	ဂ	(	)	ြ	၂၊
ခ	တ	ဏ	၁	၍	ဋ္ဌ	ဃ	ဲ	၂။	ဈ	ဓ	ြ	၎
		၂	ိ	၎	ဃ	ဲ	၊	၊	ူ	★	ာ	
	ဇ	၁	ဃ	၂။	ဘ	ဒ	နှ	့	၍	“		

Example;

နိ၍ဆဉ်ဂ့ၤဖိ

စီၤဒါဒိ

တၢ်ဘဉ်ယွၤဇးသး

နကလဲၤဖဲလဲဉ် ယကလဲၤဟိာ်နခံ

Don't Copy Don't Copy

Exercise (8)

တနံၤဘဉ်တနံၤဃုာ်ဒီးခရံာ် , ၂၀၂၃

လါအိးကထိဘၢဉ် (၁)သိ, ၂၀၂၃နံဉ်, မ့ါနမဒိဉ်, ဂီၤတါဘါ

အဂ့ါဒ်အံၤနစုဆ့ာယၤ

ယရှိယၤ ၄ၤး၁၃, "အဂ့ါဒ်အံၤ, ယဲဒဉ်ယွၤနကစၢ်အံၤယဟံးဃာ်နစုထွဲ, ဒီးစံးလၢနၤ, ပျံၤတၢ်တဂ့ၤ, ယမၤစၢၤလံနၤလံ."

လံာ်ယရှိယၤ(၄ၤး၁၂–၃၁) တၢ်ဂ့ါလၢအဟ်ဖျါဝဲနှဉ်မ့ါဝဲ, "ကစၢ်ယွၤလၢပထိဉ်သတြိၤအီၤဒီးပှၤဂၤတသ့ဝဲ" အဂ့ါနှဉ်လီၤ. ယွၤအပှၤဂီါမ့ါအံဉ်စရုလးဖိကဟဲကွၤဘဉ်ဆူအထံအကိါဒဉ်ဝဲအဂိ မ့ါမတၢတဂၤလၢအသူဉ်ဒူဒိအသးဒူဒိဝဲအိဉ်တဂၤနှဉ်၈ါ. ပှၤကွဲးထါစံးပတြၢၤအနိါကစၢ်ဒဉ်ဝဲညိကွံာ်ဝဲပှၤလၢအသးဒူဒိဝဲတဖဉ်နှဉ်လီၤ. အဂ့ါဒ်အံၤ ကစၢ်ယွၤလၢအတ့လိၤဟ်လိၤတၢ်တဂၤနှဉ်မ့ါမတၢတဂၤလၢအကတြိအီၤသ့တဂၤလဲဉ်. အဝဲဒဉ်မ့ါကစၢ်ကစၢ်လၢ အသ့တၢ်လၢာ်ဒီးအမၤတၢ်ခဲလၢာ် နှဉ်သ့ဝဲဒဉ်ခဲလၢာ်နှဉ်လီၤ.(၁၂–၁၉). သတးဒီးယွၤလၢအမူဝဲလိၤထူလိၤယိာ် အခၢဉ်စး မ့ါမတၢတဂၤလၢအသါကတ့ထိဉ်တၢ်ဂီၤဒီးနာ်အိၤနှဉ်တဂၤလဲဉ်. တၢ်ဒ်အံၤသိးနှဉ်မ့ါဝဲတၢ်လိၤမဲာ်ဆုးနှဉ်လီၤ. ပပျံၤဘၤဘူၤလိဉ်အကစၢ်ယွၤလၢအမ့ါတၢ်ဂီၤတၢ်ဖိဉ်နှဉ်အလိၤ်တအိဉ်ဘဉ်ဝဲနှဉ်လီၤ. (၁၈–၂၀). အဂ့ါဒ်အံၤ, ပယွၤပကစၢ်မ့ါကစၢ်လၢအတ့လိၤတၢ်ကိးမံၤဒဲးဒီးပၢဝဲပှၤကလုာ်ကလုာ်တဖဉ် လၢဟိဉ်ခိဉ်ချၤခဲလၢာ်နှဉ်လီၤ. ဒီးအဝဲသ့ဉ်အကစၢ်လၢအဘါဝဲနှဉ် လၢယွၤအမဲာ်ညါလိၤဂ်မးဒ် တၢ်ဖိတဖဉ်အသိးနှဉ်လီၤ. ဒီးလိၤဂ်မးဒ်တပံါဃုဖိတဖဉ်အသိးနှဉ်လီၤ.(၂၁–၂၂). သတးဒီးလၢဟိဉ်ခိဉ်ချၤမ့ါဂ့ၤလၢမူခိဉ်အဘိအမ့ါဂ့ၤယွၤမ့ါကစၢ်လၢအသ့တၢ်လၢာ်ဒီး ပၢဝဲတၢ်ခဲလၢာ်နှဉ်လီၤ.(၂၅–၂၆). သတးဒီးဖဲယရှိယၤ ၄ၤး၁၃နှဉ်စံးဝဲ, "အဂ့ါဒ်အံၤ,ယွၤနကစၢ်အံၤယဟံးဃာ်နစုထွဲဒီးစံးလၢနၤ ပျံၤတၢ်တဂ့ၤ, ယမၤစၢၤလံနၤလံ."

ဖဲအပူၤကွံာ်လါယူၤ(၂၁)သိအမ့ါတဂီၤ ယကွၢ်တၢ်လၢယ(Phone)အပူၤ ဒီးယထံဉ်ဘဉ်"ယူဉ်ကရှန်"အပှၤသးစၢ်ဖိသၢဂၤ သးဝံဉ်တၢ်သးဝံဉ်ဖိလၢအမ့ၢ်"ယ့ဉ်ရျုးဆ့ာယၤမ့ာ်သးဒိဉ်မး"တုၤပထံဉ်ဘဉ်တၢ်အံၤဒီး ပသးဘဉ်ဒိလၢ "ယူဉ်ကရှန်" ဒီး "ရၤးရျၢဉ်" တဖဉ်အတၢ်ဒုးလိာ်သးဒီး တၢ်သံတၢ်ပှၢ် တၢ်ဘဉ်ဒိဘဉ်ထံးခံခီယါဘးအါထိဉ်ဝဲပှၤလၢအကမၤဃူမၤဖိးကွၤထံကိါတၢ်အိဉ်သးဒ်သိးအံၤသ့ဝဲနှဉ်မ့ါဒဉ်ထဲယွၤတဂၤဓိၤနှဉ်လီၤ. ဒီးဒ်နှဉ်အသိး လၢပထံပကိါကိါပယိၤအပူၤတခိလဲဉ်. ပသးအုး နၢ်ဟူဘဉ်လၢ တၢ်ဒုးတၢ်ယၤအိဉ်ထိဉ်ဒဉ်ကိးမ့ါနံၤဒဲးလီၤ. ဒီးတၢ်သံတၢ်ပှၢ်လၢခံ ခီယါဘးအိဉ်ဝဲဒဉ်လၢကိးမ့ါနံၤဒဲးလီၤ. မ်ပကဘါထုကဖဉ်သကိးလၢ ကစၢ်ယွၤကမၤဃူမၤဖိးကွၤန့ါ ပဟိဉ်ခိဉ်တဘ့ဉ်အံၤဒိးပကယ့ကညးလၢအစုစိၤဆံ့ကဆ့ာပှၤကိးနဉ်ရံဉ်ကိးဆၢကတိါဒဲးတက့ါမ်.

ယရှိယၤ ၄ၤး၁၀, ယဒုးဆူဉ်ထိဉ်လံနဂံါနဘါလံ, မ့ါမးယမၤစၢၤလံနၤလံ, မ့ါမးယဒုးအိဉ်ကျၢၤလံနၤလၢယစုထွဲအတိအလိၤန့ဉ်လီၤ.

သးဝံဉ်သကိး – "ယ့ဉ်ရျုးဆ့ာယၤမ့ာ်သးဒိဉ်မး" ခဝ့ရၢဉ် (၁၁၂) , သီ (၄၀၇)

ဖးဖျိလံာ်စီဆံ့ – ယရှိယၤ ၁၁–၁၃

Don't use in public Don't Copy

Saw cfcr001 Font Layout

Normal Typing

[	၁	၂	၃	၄	၅	၆	၇	၈	၉	၀	-	=
ဆ	တ	န	မ	အ	ပ	က	င	သ	စ	ဟ	်	ဏ်
		၊			၊		[			း	[	
	ဖ	ထ	ခ	လ	ဘ	ည	၁	ယ	။	॥		

Using Shift

[	၍	ဣ	ဥ	ဣ	%	/	ရ	ဂ	(	)	×	+
၊	၊	ဓ	၊		နှ၍လီ။	ၢ	၎	ဉ	ဒ	ဖ	်	ဋ
	ဗ							၊	॥	ၢ	☎	
	ဇ	ဋ	ဃ		[	[	[	.		၊		

Don't Copy Don't Copy Don't Copy

Example;

နိ၍ဂ့ၤဖိ

တ၊ဆိဉ်ဂ့ၤန၌ ဟဲလၢယွၤန့ဉ်လီၤ.

အိဉ်ဒးတ၊ပလီ၎.

ဖ့ၤဘြံၤ ၁၁းခုဂု(ခ) ဒးဘဉ်ဖြိဉ်ဘဉ်ယဉ်, ဘဉ်တ၊မၤအၢမၤနးအီၤ,

စံး ၁၁၉း၅၀. ််အအၤမ့၊်တ၊်လၢအမၤမုဉ်ထဉ်က့ၤယၤ လၢယဘဉ်နးဘဉ်ဖြိဉ်အဖၢမ့၊်နဉ်,
လၢနကလု၊်နကထါမၤမူထိဉ်က့ၤလံယၤလီၤ.