



Fasahar Ilimin Dijital Don Kowa

---

**Kundin Horas Da Ilimin  
Kimiya a Takaice**  
Hanyar da za'a Gudanar  
Da Horaswar ilimin  
Kimiya a Takaice

**Fasahar Ilimin Dijital Don Kowa**

---

# **Kundin Horas da Ilimin Kimiya a Takaice:** Hanyar da za'a Gudanar Da Horaswar Ilimin Kimiya a Takaice

The background is a solid dark blue. In the top-left corner, there are several overlapping, rounded, diagonal shapes in shades of light blue and medium blue. In the bottom-right corner, there are white geometric shapes, including a circle and several elongated, rounded rectangles, some of which are partially cut off by the edge of the frame.

**Abubuwan dake Ciki**

# Abubuwan dake ciki

|                                                                            |          |
|----------------------------------------------------------------------------|----------|
| <b>1. Wa ya kamata ya karanta wannan kundin?</b>                           | <b>1</b> |
| 1.1 Yadda za ayi amfani da wannan kundin                                   | 1        |
| 1.2 Darusan dole, wanda ya kamata da kuma darussan zaɓi                    | 2        |
| 1.2.1 Darusan Dole                                                         | 2        |
| 1.2.2 Darusan zaɓi                                                         | 2        |
| 1.2.3 Darusan zaɓi                                                         | 2        |
| 1.3 Shawarin gudanar da horaswa                                            | 3        |
| 1.3.1 Rana ta farko                                                        | 3        |
| 1.3.2 Rana na biyu                                                         | 3        |
| 1.3.3 Rana ta uku                                                          | 3        |
| 1.3.4 Kubi shawarwarin da muka baku wajen gudanar da aiki                  | 4        |
| 1.3.5 Kundin karin bayani da kayan aiki                                    | 4        |
| 1.3.6 Tsarin shirin horaswa na SIDP da kuma takardar shedar kammalawa      | 5        |
| 1.4 Karin bayani kan yanayin gudanar da shirin SIDP                        | 5        |
| <b>2. Mataki na farko</b>                                                  | <b>7</b> |
| 2.1 Menene Kimiya?                                                         | 7        |
| 2.2 Abubuwan da ya kamata mu koya                                          | 7        |
| 2.3 Gabatar muku da fasahar kimiya                                         | 7        |
| 2.4 Fa'idar Amfani da na'urar ajiya                                        | 8        |
| 2.5 Ire-iren na'ura                                                        | 9        |
| 2.5.1 Kwamfutar Kan tebur (PC)                                             | 9        |
| 2.5.2 Kwamfutar cinya                                                      | 11       |
| 2.5.3 Waya mai faɗi                                                        | 12       |
| 2.5.4 Waya mai kwakwalwan                                                  | 13       |
| 2.6 Kwamfuta ya kunshi fannin da ake gani a taba da kuma wanda ba a tabawa | 13       |

|           |                                                             |           |
|-----------|-------------------------------------------------------------|-----------|
| 2.7       | Kwakwalwan kwamfuta da ba a gani _____                      | 14        |
| 2.7.1     | Amfanin kwakwalwan da ba a gani _____                       | 14        |
| 2.8       | Amfani da rashin amfanin kwakwalwan da ba a gani _____      | 15        |
| 2.8.1     | Apple iOS _____                                             | 15        |
| 2.8.2     | Kwakwalwar da ba a gani na Microsoft Windows _____          | 16        |
| 2.8.3     | Kwakwalwar da ba a gani na Apple macOS _____                | 16        |
| 2.8.4     | Kwakwalwan da ba a gani na Linux _____                      | 16        |
| 2.9       | Abubuwan da ake dubawa wajen zaɓan kwakwalwar daba a gani _ | 17        |
| 2.10      | Manhajoji _____                                             | 17        |
| 2.11      | Sashin kwamfuta da ake gani a taɓa _____                    | 17        |
| 2.11.1    | Abubwan shigarwa da bayanai _____                           | 18        |
| 2.11.2    | Abubwan fitarwa _____                                       | 19        |
| 2.12      | Aiki: maimaita abubuwan asali na kwamfuta _____             | 20        |
| <b>3.</b> | <b>Kunna na'urar ka na dijital _____</b>                    | <b>22</b> |
| 3.1       | Abubuwan da za a koya _____                                 | 22        |
| 3.2       | Kunna kwamfuta _____                                        | 22        |
| 3.2.1     | Kunna kwamfutar cinya (Windows 10) _____                    | 22        |
| 3.2.2     | Kunna kwamfutar kan tebur (Windows 10) _____                | 23        |
| 3.2.4     | Kunna wayan android _____                                   | 24        |
| 3.2.5     | Kunna wayan iPhone _____                                    | 24        |
| 3.3       | Aiki: Kunnawa (kawowar) na'urar ka _____                    | 24        |
| 3.4       | Sumar da na'ura _____                                       | 24        |
| 3.4.1     | Amfanin sumarwa _____                                       | 25        |
| 3.5       | Kashe na'ura _____                                          | 25        |
| 3.5.1     | Kashe na'urar kwamfuta (Windows 10) _____                   | 25        |
| 3.6       | Kashe waya mai fadi _____                                   | 26        |
| 3.6.1     | Kashe wayan andiriot _____                                  | 26        |
| 3.6.2     | Kashe wayan iPhone _____                                    | 26        |
| 3.7       | Aiki: Kashe na'urar ka lafiya _____                         | 26        |

|                                                                                                |           |
|------------------------------------------------------------------------------------------------|-----------|
| <b>4. Kunna Na'urar ka</b>                                                                     | <b>29</b> |
| 4.1 Kunna kwamfutar cinya                                                                      | 29        |
| 4.2 Kunna wayan andiriot da waya mai fadi                                                      | 30        |
| 4.3 Kunna wayan iPhone                                                                         | 30        |
| 4.4 Aiki Akan kunna na'ura                                                                     | 31        |
| <b>5. Amfani da na'urar kimiya lafiya da tsaro</b>                                             | <b>33</b> |
| 5.1 Abun da zaka koya:                                                                         | 33        |
| 5.2 Amfani da kwamfutar cinya cikin lafiya                                                     | 33        |
| 5.3 Abubuwan da za a kula dasu a lokacin da ake amfani da waya mai kwakwalwan ko waya mai fadi | 34        |
| 5.4 Aiki: ka bada bayanai yadda kake amfani da na'urar ka                                      | 35        |
| <b>6. Sayan na'ura</b>                                                                         | <b>37</b> |
| 6.1 Yadda zaka duba bayananan kwamfuta                                                         | 37        |
| 6.2 Aiki: Duba bayanai na kwamfuta                                                             | 38        |
| <b>7. Gyara matsaloli game da na'urar ka</b>                                                   | <b>40</b> |
| 7.1 Idan kwamfutar taki kawowa                                                                 | 40        |
| 7.2 Fuskar ya fi kawowa (PC)                                                                   | 40        |
| 7.3 Idan kwamfuta ta makale                                                                    | 40        |
| 7.4 Sakon kuskure                                                                              | 42        |
| 7.5 Linzami baya aiki                                                                          | 42        |
| 7.6 Madanni baya aiki                                                                          | 42        |
| 7.7 Linzami maras igiya baya aiki                                                              | 42        |
| 7.8 Linzamin kwamfutar cinya                                                                   | 42        |
| 7.9 Aiki: Gano da magance matsaloli                                                            | 42        |
| <b>8. Kutsawa cikin na'urar ka</b>                                                             | <b>45</b> |

|       |                                                              |           |
|-------|--------------------------------------------------------------|-----------|
| 8.1   | Abun da mutum zai koya                                       | 45        |
| 8.2   | Kwamfuta da na'urorin da ake rikewa a hannu                  | 45        |
| 8.3   | Dabarun kutsawa                                              | 45        |
| 8.3.1 | Yadda zaka yi amfani da linzami                              | 45        |
| 8.3.2 | Yadda za kayi amfani da madannin linzami a kwamfutar cinya   | 47        |
| 8.3.3 | Kutsawa ta wajen shafa                                       | 47        |
| 8.3.4 | Ire-iren na'urar shafawa                                     | 48        |
| 8.3.5 | Yadda zaka yi amfani da madanni                              | 49        |
| 8.4   | Kutsawa cikin kwamfuta                                       | 54        |
| 8.4.1 | Amfani da alamomin "aAikon"                                  | 54        |
| 8.4.2 | Yadda zaka bude aAikon a kwamfutar cinya                     | 56        |
| 8.4.3 | Amfani da "Window"                                           | 57        |
| 8.4.4 | Wajen alamu                                                  | 58        |
| 8.4.5 | Jerin kayan aiki                                             | 59        |
| 8.5   | Kutsawa cikin wayoyin ku                                     | 59        |
|       | Amfani da waya mai kwakwalwa da yadda ake da manhajoji       | 60        |
|       | Shigar da bayanai a cikin waya mai kwakwalwa                 | 61        |
|       | Kirƙirar babban fayil da karamin fayil a cikin wayar Android | 63        |
|       | Ayyuka: Amfani da na'urar tafi da gidanka                    | 64        |
|       | Ayyuka: Kirƙirar manyan fayil da tsarin kundin adireshe      | 65        |
|       | <b>Amfani da fasalulluka</b>                                 | <b>67</b> |
|       | Sakamakon koyo da ake tsammani daga wannan darasin           | 67        |
|       | Yadda ake amfani da fasalolin samun dama                     | 67        |
|       | Abun kara girman sifa                                        | 67        |
|       | Sarrafa magana akan kwamfuta                                 | 69        |
|       | Wasu fasaloli na daban                                       | 69        |
|       | Wasu fasalullukan na'urar hannu                              | 70        |
|       | Aiki: Aiwatar da ayyuka akan na'urar dijital din ku          | 72        |
|       | <b>Amfani da kwamfutoci da wayoyin komai da ruwanka</b>      | <b>74</b> |
|       | Muhimmancin tsaftace kayan aiki                              | 74        |

|                                                                           |           |
|---------------------------------------------------------------------------|-----------|
| Kwamfutar tafi-da-gidanka da kwamfutocin tebur _____                      | 74        |
| Wayoyin hannu _____                                                       | 74        |
| umarnin mataki zuwa mataki don kiyaye tsabtar na'urar dijital dinku _____ | 75        |
| Kwamfutar tafi-da-gidanka da kwamfutar tebur _____                        | 75        |
| Waya _____                                                                | 75        |
| Cajin darasira, da sarrafa hadarin wuta _____                             | 76        |
| Ayyuka: Sanin kanku da fasalulluka na tsaro na na'urar ku _____           | 77        |
| <b>Kirkirar asusu da kirkirar kalmomin shiga _____</b>                    | <b>79</b> |
| Sakamakon da ake tsammani daga Kirkirar Asusu da kalmomin shiga _____     | 79        |
| Kirkirar Asusu da kalmomin shiga _____                                    | 80        |
| Manufar Kalmar wucewa _____                                               | 80        |
| Munan an ayyukan kalmar sirri _____                                       | 80        |
| Ayyuka: Kirkiri asusun kan intanet _____                                  | 80        |
| Amfani da asusun kan intanet: Ajin Google _____                           | 82        |
| Ayyukan Aji na Google _____                                               | 82        |
| Yadda ake amfani da shiga cikin Aji idan kai dalibi ne _____              | 83        |
| Yadda ake kammala aikin tambayoyi _____                                   | 84        |
| <b>Gabatarwa zuwa Intanet da Yanar Gizon na Duniya _____</b>              | <b>86</b> |
| Sakamakon koyo da ake tsammani daga wannan darasi _____                   | 86        |
| Muhimmancin shiga Intanet _____                                           | 87        |
| Amfani da igiyoyi don hadin intanet _____                                 | 87        |
| Hadfa zuwa Intanet ta hanyar Wi-Fi _____                                  | 89        |
| Ayyuka: Hadi zuwa Intanet _____                                           | 90        |
| <b>Amfani da manhajan yanar gizo _____</b>                                | <b>91</b> |
| Adireshin Yanar Gizo,ko Mai gano albarkatun kayan masurafi _____          | 91        |
| Fahimtar hanyar gano masurafin- adireshin gidan yanar gizon _____         | 92        |
| Maballan kewayawa a cikin Google Chrome _____                             | 94        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Alamomi da tarihi _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 95         |
| <b>Daukowa/ajiye fayiloli _____</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>99</b>  |
| Yadda za'a dauko toto _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 99         |
| Matakai don zazzage daftarin aiki _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 99         |
| <b>Amintaccen bincike akan Intanet _____</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>101</b> |
| Samun kan intanet lafiya zai iya ba ku damar samun bayanai, haɗin kai da damar tattalin arziki. Idan kuna aiwatar da ayyukan kan intanet marasa tsaro ko kuna da na'urorin dijital marasa tsaro za ku iya faɗawa haɗari akan intanit. Yayin da kake hawan yanar gizo ba tare da laifi ba, kila ba za ka iya gane cewa kana iya ɗaukar kayan leken asiri, zazzage malware, ko ma ziyartar rukunin yanar gizo na yaudara ba. Ba dole ba ne ku ji tsoron kowane dannawa da aka yi akan intanit, amma akwai wasu mata kai masu sauƙi da ya kamata ku ɗauka don kasancewa cikin tsaro yayin da kuke nema. _____ | 101        |
| Ci gaba da sabunta shafin ku _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 101        |
| Duba yanki da mai gano albarkatun kayan masarufi _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 102        |
| Yi hankali da software na kyauta _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 102        |
| Yi hankali da raba fayil-daga wurinka zuwa wani _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 102        |
| Tabbatar da amintattun shafuka _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 103        |
| Amintattun Yanar Gizo _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 104        |
| Ayyuka: Yi amfani da intanet don bincika bayanai da takardu _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 105        |
| <b>Tsayawa kan intanet: Tsaro na Cyber da ku _____</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>107</b> |
| Sakamakon da ake tsammani daga tsarin tsaro na yanar gizo _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 107        |
| Menene tsaro na yanar gizo? _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 107        |
| Manyan Sharuɗɗan da ake amfani da su a cikin Tsaron Cyber _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 108        |
| Nau'o'in Bayanan Keɓaɓɓu Da Aka Yi Niyya A Cikin Hare-haren Cyber _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 109        |
| Sakamakon rashin Tsare Keɓaɓɓun bayanai _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 109        |
| Barazana ga keɓaɓɓun bayanan ku _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 110        |

|                                                                                  |            |
|----------------------------------------------------------------------------------|------------|
| Habaka imel din karya ko Mai gano albarkun kayan masurafi _____                  | 112        |
| <b>Zagi da cin zarafi ta yanar gizo _____</b>                                    | <b>114</b> |
| Alamomin cin zarafi a yanar gizo _____                                           | 114        |
| Tasirin zagin Yanar gizo _____                                                   | 114        |
| Dabarun magance cin zarafi a yanar gizo _____                                    | 115        |
| Kar a mayar da martani nan da nan _____                                          | 115        |
| Bibiya idan kun samu nutsuwa _____                                               | 115        |
| Dauki hotunan sakon _____                                                        | 116        |
| A daina duba sako akai-akai _____                                                | 116        |
| Ku kai rahoto ku kuma toshe _____                                                | 116        |
| Hatsari na musamman ga mata da 'yan mata _____                                   | 116        |
| Hanyoyi na yau da kullun da hakan na iya faruwa _____                            | 117        |
| Wasu shawarwari don taimaka maka ka kasance cikin tsaro _____                    | 117        |
| <b>Fahimtar bambanci tsakanin labarai na gaske da labaran karya _____</b>        | <b>120</b> |
| Menene ainihin labari? _____                                                     | 120        |
| Menene labaran karya? _____                                                      | 120        |
| Nau'in labaran karya _____                                                       | 121        |
| Wasu hanyoyin gano labaran karya _____                                           | 122        |
| <b>Matakan farko don samun kasuwancin ku akan yanar gizo _____</b>               | <b>124</b> |
| Yin kasuwancin ku akan yanar gizo _____                                          | 124        |
| Kan yanar gizo da tallan zamantakewa _____                                       | 125        |
| Saukakan matakai don kafa gidan yanar gizo _____                                 | 126        |
| Saukakan matakai don kafa rukunin yanar gizo na kasuwanci _____                  | 127        |
| Barazana mai yuwuwa ga kasuwancin kan yanar gizo da bayan abokan cinikinsu _____ | 127        |
| Abubuwan Tsaron Bayanai don Masu Kasuwancin Kan yanar gizo _____                 | 128        |
| hare-haren allurar SQL _____                                                     | 128        |
| Hana damar Sabis _____                                                           | 128        |

Ayyuka: Bitar darasi da matakan farko \_\_\_\_\_ 129

**Sauran Basira Dabarun \_\_\_\_\_ 131**

Samun dama ga ayyuka akan yanar gizo \_\_\_\_\_ 131

Na'urar kuɗi Na atomatik (ATM) \_\_\_\_\_ 132

Yadda ake amfani da Na'urar ATM \_\_\_\_\_ 132

Ayyuka: Yin amfani da katin ATM din ku da sabis na banki na kan titi133

The background is a solid dark blue. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from a deep navy to a bright cyan. In the bottom-right corner, there are white geometric shapes, including a circle and several elongated, rounded rectangles, some of which are partially cut off by the edge of the frame.

**Jerin Adadi**

## Jerin Adadi

|                                                                      |    |
|----------------------------------------------------------------------|----|
| Adadi 1: Kwamfutar kan kujera _____                                  | 9  |
| Adadi 2: Kwamfuta mai husumiya _____                                 | 10 |
| Adadi 3: Kwamfutar kan kujera da koman sa _____                      | 10 |
| Adadi 4: Wajen shigarwa da fitarwa na kwamfutar kan tebur _____      | 11 |
| Adadi 5: Kwamfutar cinya _____                                       | 12 |
| Adadi 6: Kwamfutar Hannu _____                                       | 12 |
| Adadi 7: Kwamfuta mai kwakwalwan _____                               | 13 |
| Adadi 8: Tebur dauke da hotunan kwakwalwar da ba a gani _____        | 14 |
| Adadi 9: Amfanin kwakwalwar da ba a gani a na'ura _____              | 15 |
| Adadi 10: Na'urar shigarwa _____                                     | 19 |
| Adadi 11: Abun fitarwa wanda za a taba _____                         | 20 |
| Adadi 12: Makunnin kwamfutar cinya _____                             | 23 |
| Adadi 13: Makunnin kwamfutar kan tebur _____                         | 23 |
| Adadi 14: Misalan Kunna wayan andiriot _____                         | 26 |
| Adadi 15: Inda makunnin kwamfutar cinya yake _____                   | 29 |
| adadi 16: Inda makunnin yake a wayan andiriot da waya mai fadi _____ | 30 |
| Adadi 17: Yadda zaka kunna wayan iPhone _____                        | 31 |
| Adadi 18: Yadda zaka duba abubuwan da kwamfutar cinya ta kunsu _____ | 38 |
| Adadi 19: Shafin task manaja _____                                   | 41 |
| Adadi 20: Zaba manhaja _____                                         | 41 |
| Adadi 21: Hotun linzamin kwamfuta da madannen sa _____               | 46 |
| Adadi 22: Inda wajen shafa yake _____                                | 47 |
| Adadi 23: Madannai a fusha _____                                     | 49 |
| Adadi 24: Hotun madanni _____                                        | 50 |
| Adadi 25: madannin gyra a jikin madannai _____                       | 51 |
| Adadi 26: Madanni mai lambobi _____                                  | 52 |
| Adadi 27: Madannin aiki a jikin madannai _____                       | 52 |
| Adadi 28: madannin shift _____                                       | 53 |
| Adadi 29: Madannin kontirori _____                                   | 54 |
| Adadi 30: Madannin eskeji _____                                      | 54 |
| Adadi 31: kwamfuta da alama _____                                    | 55 |
| Adadi 32: Wasu alamomi da ma'anar su _____                           | 55 |

|                                                                         |    |
|-------------------------------------------------------------------------|----|
| Adadi 33: Danna alama sau biyu _____                                    | 56 |
| Adadi 34: Amfani da madanni na hannun dama wajen bude alama _____       | 57 |
| Adadi 35: Budaddun Shafi biyu a kwamfutar kan tebur _____               | 58 |
| Adadi 36: Shafin Titul da zai baka dama wajen matse ko bude shafi _____ | 58 |
| Adadi 37: Task Bar yana da yanke don yin sauri _____                    | 59 |
| Adadi 38: Abun rubutu da zai taimaka wajen kutsawa cikin na'ura _____   | 60 |
| Adadi 39: Inda alaman komawa gida yake a yawancin wayoyi _____          | 61 |
| Adadi 40: Madannai da bazaka rike ba a kan waya. _____                  |    |

**Error! Bookmark not defined.**

Adadi 41: Yadda zaka kunna rubutu da kai da kuma magana a waya \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 42: Bude wajen ajiya a wayoyi \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 43: Mataimakin Windows da magana \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 44: Yadda zaka kunna magana a wayoyi masu kwakwalwan \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 45: Shiga ajin Google \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 46: ijiyoyi da hadi \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 47: Manhajan wifi \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 48: Sannun manhajan shiga yanar gizo \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 49: Banbance banacen adireshin yanar gizo \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 50: Wajen saka adireshi a manhajan shiga yanar gizo \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 51: Manhajan Google Chrome, da kuma yadda za a yi kutse \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 52: Litafin ajiya na manhajan shiga yanar gizo \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 53: Gyra suna a littafin ajiya a manhajan yanar gizo \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 54: Shiga tahirin manhajan shiga yanar gizo \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 55: Danna madanni na hannun dama wajen sauke hoto \_\_\_\_\_

**Error! Bookmark not defined.**

Adadi 56: Alaman makulli da maanar sa a yanar gizo \_\_\_\_\_

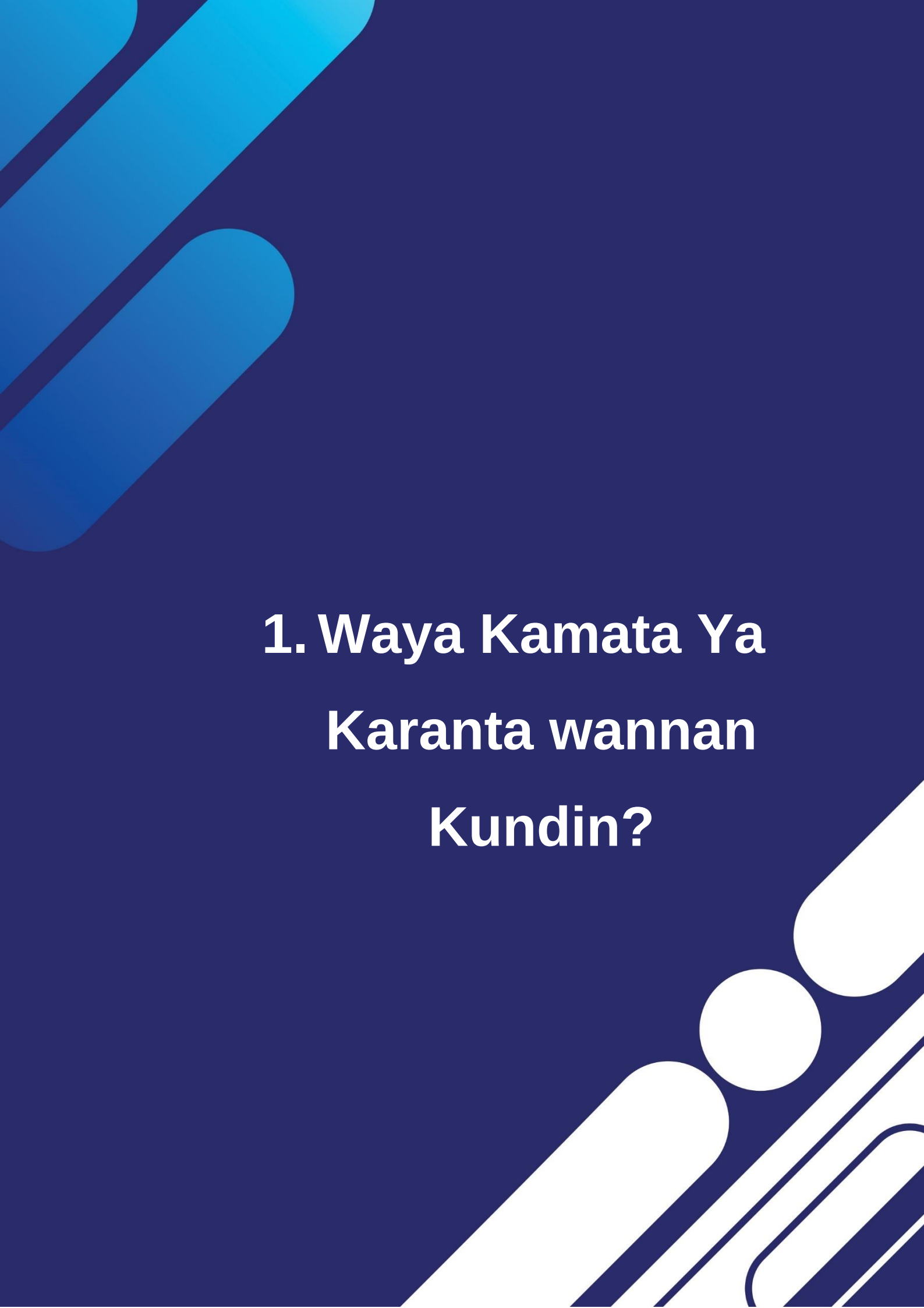
**Error! Bookmark not defined.**

The background is a solid dark blue. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from a deep navy to a bright cyan. In the bottom-right corner, there are white geometric shapes, including a circle and several elongated, rounded rectangles, some of which are partially cut off by the edge of the frame.

**Jerin Tebur**

## Jerin Tebura

|                          |   |
|--------------------------|---|
| Tebur na 1: Rana farko   | 3 |
| Tebur na 2: Rana na biyu | 3 |
| Tebur na 3: Rana na uku  | 3 |



# **1. Waya Kamata Ya Karanta wannan Kundin?**



# 1. Wa ya kamata ya karanta wannan kundin?

Wannan kundin an yi shi sabo da mai horaswa da kuma dalibi, sabo das u kara kaimi wajen samun kwarin gwiwa, ilimi, da kuma basiran na'ura mai kwakwalwa.

A wajen mai horaswa, wannan kundin na da abubuwa daban daban wajen taimakawa inganta fasaha. Ga daliban da suke da masaniya, wannan kundin na iya zamar musu abun karin karatu don dogaro da kai.

## 1.1 Yadda zaka yi amfani da wannan kundi

Idan kai mai horaswa ne ya kamata ka karanta wannan kundin da abubuwan dake cikin wannan kundin da karamin kundi da kuma kundin jagora. **Kundin Jagora: taimakawa da shawarwari ga masu horaswa wajen daidaito a ilimin kimiya.** Wannan kundin ya hada da taimako da shawarwari ta yadda za a cimma burin kundin. Kuma a ciki akwai mataakai mataakai ta yadda zaka rarraba abubuwan karatu daidai da bukatar mutane mabanbanta.

A matsayin ka na mai horaswa ko malami, muna da kyakyawan zaton cewa ka fahimci yadda zaka yi amfani da wannan kundin horaswar wajen koyarwa, da bawa dalibai horo wanda haka zai basu kwarin gwiwa. Kuma muna fatan za kayi amfani da kundin yadda ya dace da dalibanka.

Mun shirya kayan karatun ne yadda zai zama zaka iya amfani da kowane fanni a lokacin da ya dace. Zaka iya baiwa duka dalibanka abubuwan karatu, ko kuma ka zaɓi darusan da suka fi muhimmanci a wajen daliban ka. Muna fatan cewa yadda muka saukafa wannan kundin karatun zai baka daman horas da dalibanka yadda ya kamata.

## 1.2 Darusan dole da wanda suka dace ayi da kuma na zabi

Abubuwan cikin kundan nan an raba su cikin darusa. Darusan kuma sun rabu gida uku.

1

### 1.2.1 Darusan Dole

Wadannan darusan dole ka koyar da su. Gane wadannan darusan zai ba wa mutum damar ganewa da fahimtar ilimin kimiya.

2

### 1.2.2 Darusan suka dace

Wadannan darusan suna da amfani ga wadansu dalibai, amma bai zama kowa da kowa ba. Darusan ya kamata ayi su idan da dama.

Darusan da suka kamata na da matukar amfani:

- Gwaji a wajen horaswa.
- Gwaji bayan an gama darasi.
- Shirye shirye kafin a fara darasi, misali idan dalibi ya kammala wani kundi zai shiga wani.

3

### 1.2.3 Darusan zabi

A kanyi wadannan darusan ne idan da lokaci, ko idan aka shiga darasi mai dadi. Wannan ya kunshi darusa masu amfani a fannin ilimin kimiya, amma sun dan kasance masu zurfi ne, da kuma wahala wajen aiwatar wa.

## 1.3 Shawarin gudanar da horaswa

Wannan kundin ya kunshi asalin ilimi da basirar kimiya kuma ya ba da bayanan ammfanin su da yadda suke bunkasa a duniya.

Wannan kundin shi ne na farko kuma ya mayar da hankali ne akan matakan da za a bi wajen amfani da shi.

Wannan kundin ya kunshi waɗannan darusan:

### 1.3.1 Rana ta farko

| Darasi                                       | Fanni |
|----------------------------------------------|-------|
| Matakin farko – Gabatar da kai ga na'urar ka | Dole  |
| Kutsawa cikin na'urarka da shige-shige       | Dole  |
| Kulawa da na'urarka                          | Dole  |

Tebur na daya: Rana ta **daya**

### 1.3.2 Rana na biyu

| Darasi                                               | Fanni |
|------------------------------------------------------|-------|
| kirkiro da kulawa da lambobin tsaro                  | Dole  |
| Shiga yanar gizo                                     | Dole  |
| Amfani da kwamfuta da wayoyi lafiya lau              | Dole  |
| Tsaron yanar gizo: Tsaron yayin amfani da yanar gizo | Dole  |

Tebur na biyu: Rana ta biyu

### 1.3.3 Rana ta uku

| Darasi                                              | Fanni        |
|-----------------------------------------------------|--------------|
| Tantance labaran gaskiya dana bogi                  | Dole         |
| Mataki na Farko wajen sa kasuwancin ka a yanar gizo | Ya kamata    |
| Wadansu ilimin kimiya                               | Idan kana so |

Tebur na uku: Rana ta uku

### 1.3.4 Kubi shawarwarin da muka baku wajen gudanar da aiki

Mun ba da shawarwari game da wasu darusa da muke tunanin za su muku amfani (Dole) da ma waɗanda ba dole kuyi su ba (idan kun samu dama).

Ku karanta duka darusan da suka zama dole. Dole a gama waɗannan darusan kafin a samu takardar kammalawa.

Idan kana da bukatar ci gaba da koyon darusan da ba na dole ba, muna baku shawara ku karanta. Zaku iya zabar wanda ran ku yake so.

### 1.3.5 Kundin karin bayani da kayan aiki

Don taimaka muku wajen gudanar da shirin nan mun tanadar muku da waɗannan abubuwa. Sune kamar haka:

#### 1.3.5.1 Kayan aiki

Akwai jimllan takardu, da kuma takardun aiki. Zaku iya buga su kuyi amfani da fom din yayin aiwatar da darusa.

Za a iya cika waɗannan takardun aikin yayin da ake horaswa, ko kuma lokacin da ake darusa kamar lokacin gwaji da lokacin aikin yi a gida.

#### 1.3.5.2 Kundin kasashe

Kowane kundi yana da sashin karin bayanai a cikinsa wanda yayi dai-dai da kasar da ake aiwatar da wannan shirin – Indonesia, Kenya da Nigeria.

Waɗannan bayan sun kunsu abubuwan da suka shafi kasarku, misali kamar: gwaji da jarabawa da suka shafi kasarku. Waɗannan karin abubuwan nada mutukar amfani wajen horaswa ta musamman ga kasa da kuma aladun kasar.

Kundin karin bayanai da suke cikin wannan kundin sune kamar' haka:

- Kundin karin bayanai na horas da ilimin kimiya\_ Indonesia
- Kundin karin bayanai na horas da ilimin kimiya\_Kenya
- Kundin karin bayanai na horas da ilimin kimiya\_Nigeria

### 1.3.6 Tsarin shirin horaswa na SIDP da kuma takardar shedar kammalawa

Ana buƙatar dalibi da akalla ya kammala darusan dole kuma ya samu takardar shedar kammalawa (ta hanyar halartar shirin duka da kammala gwaji da jarabawar shirin) sannan ne zai samu takardar shedar kammala shirin.

## 1.4 karin bayani kan yanayin gudanar da shirin SIDP

Domin karin bayani kan yadda za kuyi amfani da wannan kundin wajen gudanar da horaswa kuje wannan shafin: **taimakawa dalibanka a lokacin koyon darusan su.**

The background is a solid dark blue. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from a deep navy to a bright cyan. In the bottom-right corner, there are white geometric shapes, including a circle and several elongated, rounded rectangles, some of which are partially cut off by the edge of the frame.

## 2. Matakin Farko



## 2. Mataki na farko

Wannan darasin ya kunshi bayanai akan yadda zaka fara amfani da kwamfuta da sauran naurori. Waɗannan sun kunshi kwamfuta, waya mai fadi, waya mai kwakwalwa da sauran abubuwan da dalibi zai yi amfani da su.

### 2.1 Menene Kimiya?

Kalmar "kimiya" na nufin duk wani abu da kwamfuta ke fitar wa ko hadawa.

Kalmar "kimiya" tana matsayin jerin abubuwa da dama. Waɗannan tsarin kwamfuta ne ke yin sa. Saboda haka, "kimiya" tana kusa da wani abun da kwamfuta ke wallafawa.

### 2.2 Abubuwan da ya kamata mu koya

A karshen wannan darasin, zaka iya yin waɗannan abubuwan:

1. Gane na'urorin kimiya daban daban.
2. Gane maanar yanar gizo da adireshein yanar gizo.
3. Gane kwakwalwar da ba a gani.

### 2.3 Gabatar muku da fasahar kimiya

Ga wadansu kalamai da gajerun kalmomi da ya kamata ku sani:

- Na'urorin kimiya kayan aiki ne na wuta wanda suke zuwa a yanayi daban daban. Na'urorin da akafi sani sune kamar haka; kwamfuta, waya mai fadi da kuma waya mai kwakwalwa (kamar su andiriot da iphone). na'ura mai kwakwalwa na baka damar da zaka saka bayanai ta gyara su kuma ta fitar maka dasu a bayani mai amfani. Shi bayanin za a iya ajiye she don amfani nan gaba.
- Data bayani ne mai amfani. Ana saka data ne cikin na'ura mai kwakwalwa, misali ta madannan kwamfuta, linzamin kwamfuta, wajen shafa, fuskar shigarwa, alkamin rubutun kwamfuta, ko sandan zagaye na kwamfuta.

- Maida data zuwa bayanai mai amfani yana aukuwa ne a cikin kwakwalwar na'ura inda ake kiransa da (CPU).
- Bayanai ko abun da kwamfuta ta fitar tataccen bayani ne. Abun da kwamfuta ta fitar kan iya zama an taba shi (Kaman su takarda) ko kuma abun daba a tabawa (Kaman su abubuwan cikin kwamfuta). misalan sashen jikin kwamfuta dake fitar da abu fuskar kwamfuta, firinta, da abun magana.
- Tataccen bayanai (bayanai), manhajoji (ke bada umarni ga kwamfuta abun da zaiyi) da kuma bayanai da ba a tace ba akan ajiye su a wajen ajiya don amfanin gaba wajajen ajiya sun haɗa da abubuwa kamar haka memori SD cards, palas, babban wajen ajiya ko kuma fyefye.

## 2.4 Fa'idar Amfani da na'urar ajiya

Na'urar ajiya na bamu damar shiga kimiya, wanda hakan na da mutukar amfani, yin hakan yafi hanyoyin gargajiyan da muke yi kaman alkalami da abun rubutu.

Amfanin suna nan kamar haka:

- sauƙi da sauri, da kuma sadarwa mafi inganci misali., sakon yanar gizo, shafukan sada zumunta.
- Saukin samun labarai (yankin ka dama duniya gaba ɗaya) idan na'urar ka na yanar gizo.
- Samun daman haɗa abubuwa ko bayanai da yawa da sauƙi.
- Damar saye da sayarwa a yanar gizo.
- Samun damar karatu ko horaswa don inganta kai.
- Daman ajiyan labarai da yawa kuma daban daban.
- Idan akaci gaba da amfani da ilimin kimiya to za iya sarrafa rubutu, hotuna da hoto mai motsi.

Rashin amfani da kuma tsautsai da ke tattare da kimiya. Suna haɗa da:

- Kimiya na da tsada wajen saya, amfani, ajiya ko kuma chanzawa.
- Kimiya mai tsada kan zama da daraja don haka akan iya farautar sace ta.
- Na'urar kimiya tana bukatar wutar lantarki, ko a matsayin wanda za a dinga amfani da shi ko wanda za a dunga caji don ana yawo da shi.
- Samun dammar shiga yanar gizo kan zamo da tsada da kuma wahala.

- Amfani da na'ura sosai kan iya jawo matsala a kwakwalwa ko na gabbai ko na yanayin alaka da mutane.

## 2.5 Ireiren na'ura

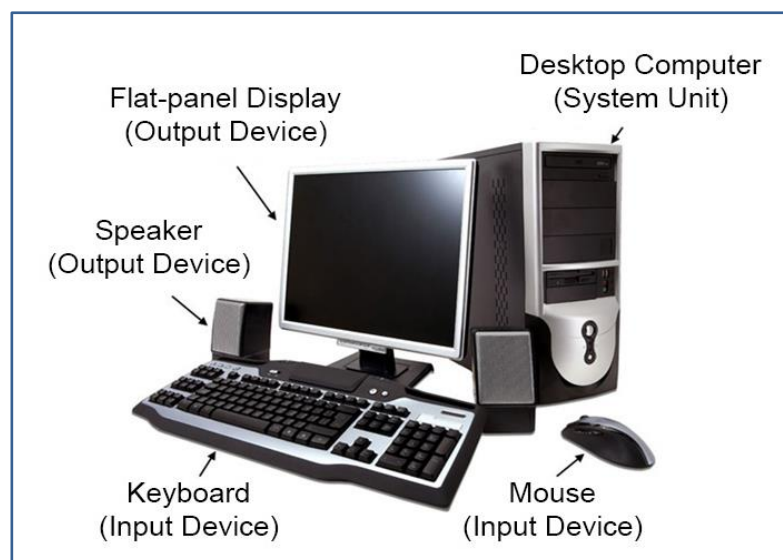
Akwai ireiren na'urar kimiya da zaka iya amfani da shi. Na'ura kan kasance da tsada amma idan ka shirya amfani da wanda bai da karfi, sun fi arha. Yanayin girman na'ura kan zama daban daban, dole kuma ka duba girman wajen ajiya da kuma sauƙin dauka idan zaka sayar.

Yanayin na'ura da abun da ke cikin sa Kaman su fuskar na'urar ana kiransu abubuwan atabawa. Saboda kana iya gani ka kuma taba su.

Ga ɗan takaicecen bayanai akan na'ura mai kwakwalwan.

### 2.5.1 Kwamfutar Kan tebur (PC)

Kwamfutar kan tebur kwamfuta ce da ake ajiye ta akan tebur idan za a yi amfani da ita kuma anyita ne don amfanin mutum ɗaya. Ta kunshi bangarori da yawa da suka haɗa su waje ɗaya don suyi aiki a lokaci guda. Hoton kasan nan ya kunshi kwamfutan kan tebur.



Adadi na ɗaya 1: A kwamfutar kan tebur

**Kwakwalwar kwamfuta (wani lokaci a kirashi base unit)**

Wannan bangaren ya kunshi kwakwalwar kwamfutar da sauran bangarorin, kamar su wajen fyefyen CD. Zaka iya kara wasu sashen kwamfutar ta tsarin na'urar ta hanyar igiya na musamman.

Tsarin na'urar sun kasu kashi biyu ne:

- i. Wanda yake a tsaye akan tebur inda yake zama kusa da fuskar kwamfutar.



Adadi na biyu 2: kwakwalwar kwamfuta

- ii. Kwamfutar kan tebur yawanci suna kwance ne akan tebur inda ake dora fuskar kwamfutar akan kwakwalwar.



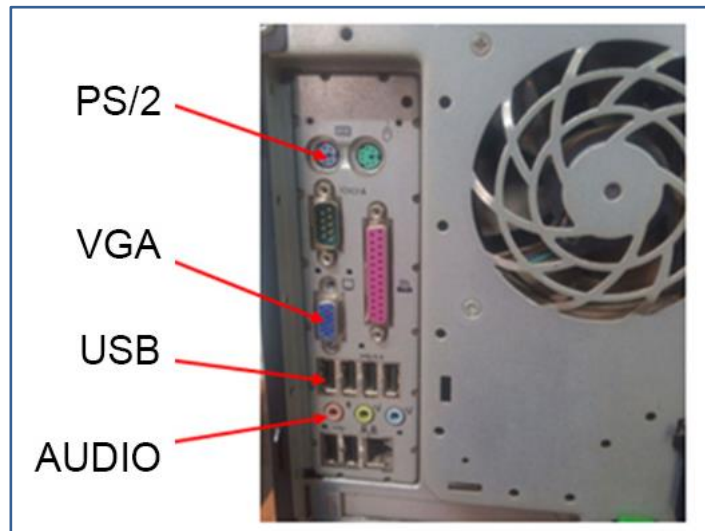
Adadi na uku 3: kwamfutar kan tebur

### **Na'ura masu amfani (linzami, madanni, fuska)**

Na'ura masu amfani suna daga cikin kwamfuta wanda suke taimakawa wajen samar da fitar da bayanai. Na'ura masu amfani na iya taimaka maka wajen bada umarni da kuma ganawa da kwamfuta.

Na'ura masu amfani ana jona su ne a jikin kwakwalwar kwamfuta ta wani buɗi da ake kira “ports”.

- PS/2 port – Ana jona linzami da madannai
- VGA Port – Ana jona fuska ko majigi
- USB Port – Ana jona abun fitarwa da linzami da madannai
- AUDIO Port – Ana jona abun fitar da Magana ko sauti



Adadi na hudu 4: Wajen shigarwa da fitarwa a jikin kwamfuta

### **Amfanin kwamfutar kan tebur akan kwamfutar cinya**

- Kwamfutar kan tebur tafi ta cinya arha.
- Tana da wajen jona abubuwa da yawa fiye da kwamfutar cinya.
- Za ka iya jona mai fuska na daban.

## **2.5.2 Kwamfutar cinya**

Kwamfutar cinya karama ce kuma maras nauyi. Kwamfutar amfanin mutum ɗaya an kirkiro ta ne don ana dora ta akan cinya idan za a yi amfani da ita. Saboda tana zuwa da batiri, baka bukatar jona ta a wuta idan za ka yi amfani da ita, sai dai idan batiran basu da carji, hakan ya bada damar ana tafiya da ita. Amma dai tafi kwamfutar kan tebur tsada.



Adadi na biyar 5: Kwamfutar kan cinya

#### **Amfanin kwamfutar kan cinya akan na kan tebur**

- Kwamfutar cinya bata da girma don haka kana iya yawo da ita ko ina.
- Wasu bagare masu amfani na jikinta kamar fuska da linzami da madannai.
- Zaka iya amfani da kwamfutar cinya ko ba wuta tunda akwai batiri a ciki sai dai idan cajin batirin ya kare.

### **2.5.3 Waya mai fadi**

Tablet waya mai fadi ita ce wadda girmanta bai kai na kwamfutar cinya ba. Ana amfani da ita ne wajen latsawa. Tana da batirin da ake masa caji. Ba kamar kwamfutar cinya ba, bata da madannai a fili sai dai a ciki.



Figure 6: Waya mai fadi

## 2.5.4 Waya mai kwakwalwa

Waya mai kwakwalwa tana cikin dangin kwamfuta da kuma salulan da za a iya yawo da shi. karamin na'ura ce da za ka iya rikewa a hannu. Amfi amfani da shi ne wajen kira da kuma tura sakon gaggawa. Duk da haka akwai wasu abubuwa da akan yi kaman su daukan hotuna da daukan hoto mai motsi. Zaka iya amfani da waya mai kwakwalwa wajen shiga yanar gizo.

Ana kutsawa cikin waya mai kwakwalwa ne ta hanyar latsa fuskar wayan (anfi sanin sa da fuska mai latsawa). Ta wannan fanni tana kama da waya mai fadi.



Adadi na bakwai 7: waya mai kwakwalwa

## 2.6 Kwamfuta ta kunshi fannin da ake gani a taba da kuma wanda ba a tabawa

Na'urar kimiya ba abu daya bane, ya kunshi sashe da yawa. Waɗansu bangare kana iya gani ka taba wasu kuma baka iya tabawa.

Fannin kwamfuta da ba a tabawa umarni ne da ke sa kwamfuta tayi abu da kuma yadda zata yi. Kwakwalwan da ba a gani, yana da mutukar amfani saboda shike lissafa kasafin kwakwalwan ajiya, wato sashen da ake gani da waɗansu abubuwan. Kwakwalwan da ba a gani kamar su Microsoft Windows, or MacOS, an sansu sosai, kuma suke yin asalin aiki da kulawa da kwamfuta.

Domin kwamfutar tayi aiki dole sai an sa mai wasu abubuwa masu amfani da wasu shiri. Wadannan shirin, wasu lokutan ance musu afilikeshon, suna fannin kwamfuta daba a gani wanda suke taimakwa wajen yin abubuwa da yawa kamar taimakawa wajen rubuta wasika, kallon fim ko yin lissafi da sarrafa bayanai.

Misalan afilikashon sun haɗa da Microsoft Word da Microsoft Excel da Word Pad da Calc.

## 2.7 Kwakwalwar kwamfuta da ba'a gani

Kwakwalwan da ba'a gani shiri ne da ke bada umarni ga duka sashen kwamfuta hada da fannin da ake gani da fannin da ba a gani a cikin na'urar dake amfani da wutan lantar ki. Don wani sadarwa da ajiya na bayanai da zai faru a cikin na'ura, dole sai da kwakwalwan da ba'a gani.

Kwakwalwar da ba'a gani wani lokaci ana kiransa da OS.

| Hotunan kwakwalwar daba a gani                                                      | Sunayen kwakwalwar daba a gani |
|-------------------------------------------------------------------------------------|--------------------------------|
|  | Windows Operating system       |
|  | Mac Operating system           |
|  | Linux Operating System         |
|  | Android                        |
|  | iOS for iPhones                |

Adadi na takwas 8: Tebur kunshe da hotuna da sunanan kwakwalwan da ba'a gani

### 2.7.1 Amfanin kwakwalwan da ba'a gani

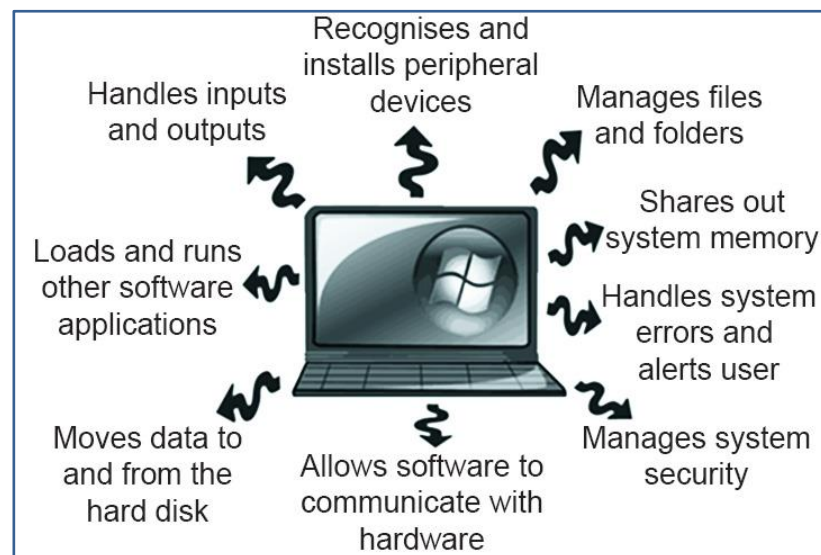
Kwakwalwar da ba'a gani yana taimakawa na'ura wajen yin ayyuka da yawa.

Kwakwalwar da ba'a gani yana taimakwa wajen sauka ayyuka sabo da yana

amfani da hotuna da alamu wajen nuna maka yadda zaka yi amfani da na'ura. Wannan tsarin ana kiran sa amfani da kwamfuta da hotuna da kwatance.

Wadansu ayyukan da kwakwalwan da ba a gani take yi sun haɗa da:

- Kula da wasu manhaja. Wadannan sun haɗa da afilikeshon da suke yin ayyuka na musamman.
- Kulawa da sashen kwamfuta da ake gani kamar su firinta.
- Rarraba bayanai da bada daman amfani dasu ta hanyar sadarwa.
- Bada damar sadarwa tsakanin sashen gani da wanda ba a gani na kwamfuta.
- Bawa mai amfani daman mu'amala da sashen da ba a gani, misali., wasanni, rubutu.



Adadi na tara 9: Amfanin kwakwalwan da ba a gani a cikin na'ura

## 2.8 Amfani da rashin amfanin kwakwalwan da ba a gani

### 2.8.1 Apple iOS

Kwakwalwan da ba a gani na Apple's iOS an sashi sosai a naurori da wayoyi. Yana amfani da sashen gani na Apple, haɗe da wayoyin iPhones da waya mai faɗi na iPad. Kwakwalwan da ba a gani na iOS yana da sauƙin amfani kuma da tsaro mai karfi wanda ake kiran sa boye-boyee, wanda ke bada kariya wajen 'yan

kutsen bayani. Na'urar kan baka damar amfani da shagon afilikeshon inda zaka sauke manhaja na kyauta ko wanda sai ka biya.

## 2.8.2 Kwakwalwan da ba a gani na Microsoft Windows

Kwakwalwan da ba a gani na Microsoft Windows shine wanda aka fi amfani da shi a gidaje da kuma wajen aiki. Kuma kamfanoni da yawa suna amfani da shi da ma sashen gwamnati. Wajen sadarwa na Microsoft Windows sun hada da shafuka dake fuskar na'urar wanda yake da siffan gida.

## 2.8.3 Kwakwalwan da ba a gani na Apple macOS

Kwamfutocin cinya na kamfainin Apple suna amfani da kwakwalwan macOS. Duk da ma dai yanayin shafukan su sun banbanta, yawancin shafukan sadarwa ko kuma hanyar sadarwar na rubutu kusan iri daya ne. Wannan kwakwalwan macOS wajen ba da umarnin yana duba fayel fayel din ciki kuma yana amfani da madanni guda ne, haɗe da madanni mai bada umarni. Kwakwalwan macOS ya sanu da yawa kuma yana da sauƙin amfani yana da abubuwan taimakwa wajen amfani yana da abubuwan kamar su magana da waya ta sirri, na'urar magana da waya, da abun waya ta fuska da fuska.

## 2.8.4 Kwakwalwar wanda ba a gani na Linux

Kwakwalwan da ba a gani na Linux yana da tsaro sosai kuma yana ba da dama gawanda yake amfani da shi wajen juya shi duk yadda yake zo. Kwakwalwan Linux buɗaɗɗan fasaha ne wanda ba sai an biya ba. Hakan yana nufin cewa yana da mutukar tsaro ta yadda ba za a yi masa kutse ba, kuma amfani da shi kyauta ne, duk da dai zaka dan biya dan wasu chaji kaɗan wajen taimakawa. Na'urori da yawa kamar mahadar yanar gizo da injin wanki da TV da firji suna amfani da kwakwalwan linux ne.

## 2.9 Abubuwan da ake dubawa wajen zaban kwakwalwan da ba a gani a na'urar ka

- Tsada: wanda suke kyauta kaman (Linux) kyauta yake zuwa, ammah kwakwalwan da ba a gani kamar su (Microsoft Windows) sai an biya.
- Kwakwalwan da ba a gani mai sauƙin aiki.
- Sauƙin samu da manhajojin da suke aiki da kwakwalwan da ba a gani.
- Yana da tsaro, musamman ma kwayan cutar virus. misali, kwakwalwan da ba a gani na Linux yana da tsaro fiye da na Windows OS. Akwai kariya game da virus a cikin kwakwalwar da ba a gani ko kuma ana sayar da shi. misali mai kariyan kwakwalwar daba a gani

## 2.10 Manhajoji

Wadannan shafin kwamfuta ne da ba a iya tabawa wanda suke taimakawa wajen gudanar da aiki. Ana dora manhajoji ne a kan kwamfuta kuma kwakwalwar daba a gani ne yake kula da su misali., MS Word don rubutu, ko Windows Media Player don nuna hotuna mai motsi.

Irei-ren manhajoji:

- Word processor – don rubutu misali., MS-Word.
- Database – don ajiye bayanai misali., MS Access.
- Spreadsheet – don lissafi misali., MS Excel.
- Desktop publishing – don hada jarida da ire-iren su misali., Adobe Page Maker.
- Computer-Aided Design – domin zanen gidaje misali., AutoCAD.
- Graphics software – domin zane da gyara hotuna misali., Photoshop.

## 2.11 Sashin kwamfuta da ake gani da tabawa

Hardware sashin kwamfuta ne da ake gani kuma a taba su. Irei-ren su sun rabu kashi biyu ne:

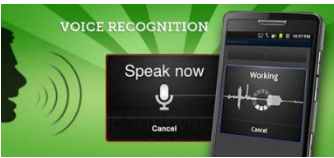
- Na shigarwa.
- Na fitarwa.
- Na ajiya.

- Mai gudanarwa (CPU).

## 2.11.1 Abubuwan Shigarwa

Wannan sashen kwamfuta ne dake taimakawa wajen shigar da bayanai cikin kwamfuta. Kuma suna zuwa ta kowane irin sifa.

|                                                                                     |                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>Madannai</b></p> <p>Ana amfani da madannai ne wajen shigar da bayanai cikin kwamfuta. Mutum ya kan shigar da bayanai ta harufa da lambobi ko harufa na musamman.</p>                                                          |
|    | <p><b>Linzami/wajen shafawa</b></p> <p>Ana amfani da su wajen nuni a cikin fuskar na'ura wajen bada umarni.</p>                                                                                                                     |
|  | <p><b>Alkalammin lantarki</b></p> <p>Wannan alkalami ne da ake amfani da shi wajen rubutu a fuskar na'ura.</p>                                                                                                                      |
|  | <p><b>Na'urar daukan hoton takardu</b></p> <p>Ana amfani da shi ne wajen shigar da hotuna cikin kwamfuta daga wanda ake tabawa zuwa wanda ba a tabawa.</p> <p>Wayoyi ma suna da na'urar daukan hoto kamar manhajar Cam Scanner.</p> |
|  | <p><b>Fuska mai latsawa</b></p> <p>Mutum ya kan zaɓa ko danna abu daga fuskar na'urar kwamfuta, wayoyi masu kwakwalwa ko kuma kwamfutar cinya.</p>                                                                                  |

|                                                                                   |                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Abun ɗaukan hoto</b></p> <p>Ana amfani da shi wajen ɗaukar hoton da za a iya ajiye su a kwamfuta don turawa ko gyarawa</p>                                                       |
|  | <p><b>Makirufon</b></p> <p>Ana amfani da shi wajen shigar da murya ko magana cikin kwamfuta. Anfi amfani da shi ne wajen taro a yanar gizo ko waya da mutane da yawa a lokaci ɗaya</p> |

Adadi na goma 10: Abubuwan shigarwa a na'ura

## 2.11.2 Abubwan fitarwa

Wadannan na'urori ne da suke bada dama wajen samun bayanai daga na'urori.

Ire-iren na'urar shigarwa sun kasu kashi biyu:

- Wanda ba a tabawa – wadannan akan iya gani ko jinsu ne
- Wanda ake tabawa – wadannan ana iya tabasu da hannu

|                                                                                     |                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Fuska</b></p> <p>Yawanci tana nuna abubuwan da ba'a iya tabawa ne kawai. Yana nuna bayanai da aka tace su ne a matsayin rubutu, hoto da kuma hoto mai motsi.</p>                                                             |
|  | <p><b>Na'urar fitar da Magana</b></p> <p>Tana fitar da sauti. Na'ura mai magana kan iya zama na cikin kwamfuta ko kuma na waje.</p> <p>Na cikin kwamfuta –suna cikin kwamfuta</p> <p>Na wajen kwamfuta – ana sayan su daban ne</p> |
|                                                                                     | <p><b>Majigi</b></p>                                                                                                                                                                                                               |

|                                                                                   |                                                                                                                   |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
|  | <p>Ana haɗa shi ne da na'ura wajen nuna hoto mai faɗi inda mutane da yawa zasu gani idan ana taro ko horaswa.</p> |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

Adadi na goma sha daya 11: sashen abubuwan da ake taɓawa

## 2.12 Aiki: maimaita abubuwa na asali na kwamfuta

Domin wannan aiki zaka:

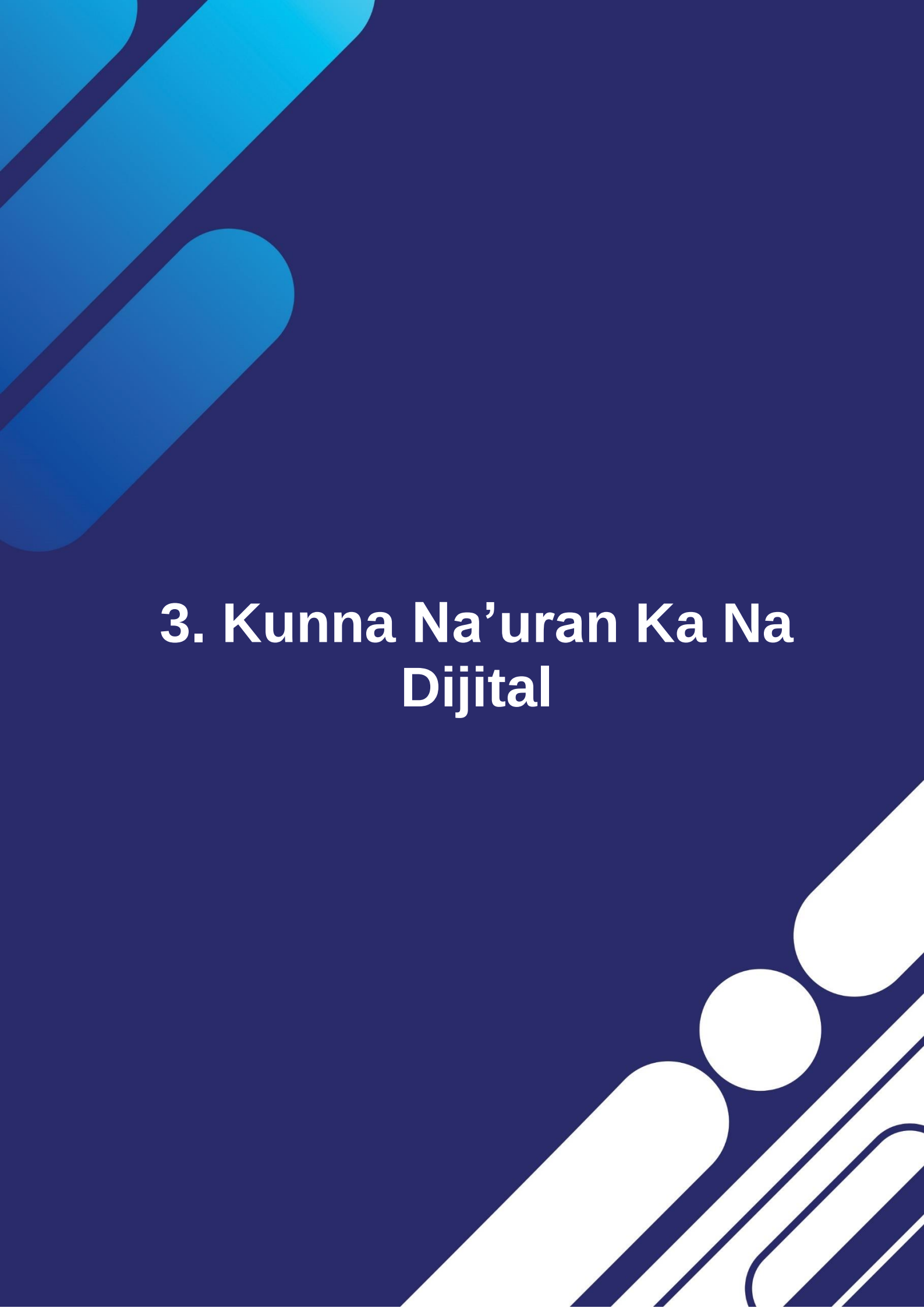
- Gane kwakwalwar da ba a gani a cikin na'urar ka.
- Gane manhajojin da suke cikin na'urar ka.
- Nemo amfanin manhajojin da ke cikin na'urar ka.

Bayan aikin, zaka duba ka kuma ajiye amsoshin ka.

- Ka cike tebur ɗin kasan nan don tsokaci akan abun da ka fahimta akan na'urorin dijital, darusan da kuka yi da waɗansu abubuwa masu amfani.

Domin samun shafin da za a yi aikin a duba kundin kari da ke tare da wannan kundin.

Annex\_Activity and reflection template.docx.

The background is a solid dark blue. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from a deep navy to a bright cyan. In the bottom-right corner, there are white geometric shapes, including a circle and several elongated, rounded rectangles, some of which are outlined in dark blue.

## **3. Kunna Na'uran Ka Na Dijital**



## 3. Kunna na'urar ka ta dijital

Na'urori suna buƙatar a kunna su. Nau'rorin da ake yawo dasu suna buƙatar batiri, saboda haka sai ana kula da yanayin amfani da su, wajen tabbatar da cewa basu ɗauke ba.

### 3.1 Abubuwan da za a koya

A karshen darasin nan, zaka iya:

- Kunna kwamfuta.
- Sumar da kwamfuta.
- Kashe kwamfuta.

### 3.2 Kunna kwamfuta

Kana buƙatar ka kunna na'urar ka saboda kayi amfani da ita? Na'ura kan buƙaci ta ɗauke saboda ta sabunta manhajojin ta, ko sake seti don gyara wata matsala.

#### 3.2.1 Kunna kwamfutar cinya (Windows 10)

Wadannan mataƙai masu sauƙi da zaka bi wajen kunna kwamfutar cinya lafiya.

1. Ka tabbatar batirin na da caji ko yana jone da wutar lantarki sannan sai ka kunna soƙet.
2. Ka danna madannin **power** 
3. Ka jira kwamfutar ta kawo.

**Kasani:** madannin kunnawar kan iya zama a ko ina, ya danganta da na'urar.

Misali, zai iya zama a hannun hagu ko dama a karkashin fuskar na'urar ko kuma a gefen daman madannin.



Adadi na goma sha biyu 12: Inda madannin kunna kwamfutar cinya yake

### 3.2.2 Kunna kwamfutar kan tebur (Windows 10)

Wadannan mataakai masu sauƙi da zaka bi wajen kunna kwamfutar kan tebur lafiya.

1. Ka duba wayar wuta na fuska dana kwakwalwa ko suna jikin wutar lantarki.
2. Ka danna madannin **power** na **fuska**. Wannan don ya kunna fuska ne 
3. Ka danna madannin **power** na **kwakwalwa**, wannan don ya kunna kwakwalwar ne 
4. Ka jira kwamfutar ta kawo.



Adadi na sha uku 13: Inda madannin kunna kwamfutar kan tebur ya ke

### 3.2.3 Kunna waya mai fadi

Wadannan matakai masu sauki da zaka bi wajen kunna waya mai fadi lafiya.

1. Ka tabbatar da waya mai fadin tana da caji.
2. Ka danna madannin **power** ☺ (yana saman fuskar wayar ta hannun dama).
3. Idan akwai yanar gizon waya, sannan zai nuna ka saka **lambobin tsaron ka**.
4. Ka jira waya mai fadin ta kunnu.

### 3.2.4 Kunna wayan andiriot

Wadannan matakai masu sauki da zaka bi wajen kunna wayan andiroit lafiya.

1. Ka danna ka riƙe madannin **power** (yana nan a sama ta hannun dama a wayan).
2. Ka jira wayar ta kawo.
3. **Ka shigar da lambobin tsaron ka**. Idan kana da lambobin tsaron, ka danna sai ka samu damar shiga cikin wayar.

### 3.2.5 Kunna wayar iPhone

Wadannan matakai masu sauki da zaka bi wajen kunna wayar iphone lafiya.

1. Ka danna kuma ka riƙe "**bacci/tashi**" **madanni** har sai hoton tufa ya kawo.

## 3.3 Aiki: Kunna (kawowar) na'urar ka

- Yanzu sai ka kunna na'urar ka.
- Ka samu damar nuna wa wasu daliban yadda zasu kunna na'urar su?

Domin samun shafin da za a yi aikin a duba kundin kari da ke tare da wannan kundin. Annex\_Activity and reflection template.docx

## 3.4 Sumar da na'ura

Idan kana buƙatan ɗaukar dan kankani hutu daga aiki da na'urarka zaka iya sa shi yayi bacci, ma'ana., sumar da shi, a maimakon kashewa. hakan zai rage maka bata lokaci, da kuma rage wutan lantarkin da na'ura kan yi amfani da shi. Wannan

zabin an fi samunsa ne a kwamfutar cinya ba kuma a kowane kwamfuta ake samun sa ba.

1. Ka danna madannin **start menu**, ko **madannin start**.
2. Ka danna alamar **seti**.
3. Ka danna alamar **system**.
4. Ka danna **kunnawa da bacci**.
5. Ka zabi yawan lokacin, dakika nawa kake so ya suma ko yayi bacci.

### 3.4.1 Amfanin sumarwa

Sumar da kwamfuta na da mutukar amfani saboda:

- Yana rage shan batiri wajen amfani da kwamfuta, yana kuma kara karfin batiri.
- Yana kulawa da na'urar ka da bayananci ciki. Mutane basa iya samun daman amfani da na'urar ka idan baka nan. Na'urar kan sa su dole su shigar da kalmar shiga kafin su iya amfani da na'urar.
- Yana bada damar ci gaba da aikin ka daga inda ka tsaya daga lokaicin daka sumar da kwamfutar ka. Baka bukatar ka sake buɗe manhajojin da ka buɗe lokacin da kake amfani da shi.

## 3.5 Kashe na'ura

Idan kana son kashe na'urar ka akwai matakan da za ka bi saboda kar na'urar ta samu matsala.

### 3.5.1 Kashe na'urar kwamfuta (Windows 10)

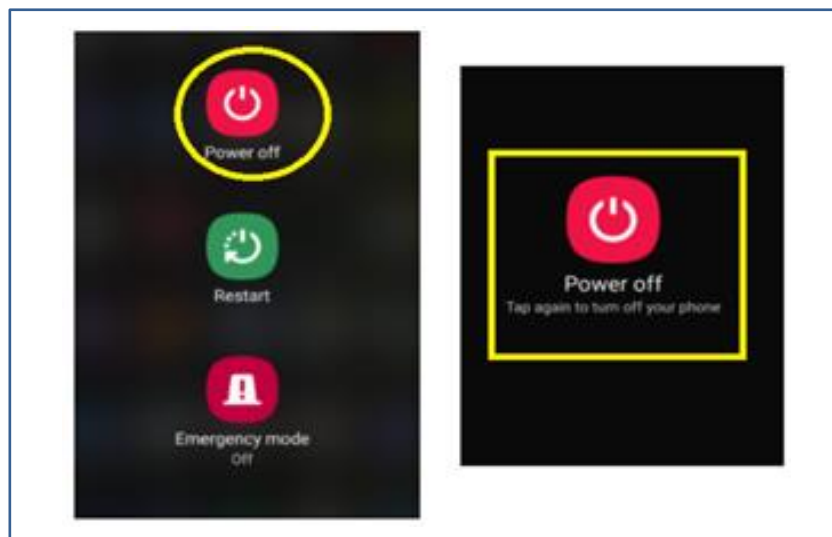
1. Ka danna alamar **start menu** ko kuma **windows button**  (Yana karkashin fuska ta hannun hagu).
2. Ka danna madannin **power**.
3. Daga cikin zabin da suka fito, ka danna **shut down**.
4. Ka jira kwamfutar ta ɗauke.

## 3.6 Kashe waya mai faɗi

1. Ka danna ka riƙe madannin **power**. Zaka ga zaɓi na na'urar.
2. Ka latsa zaɓin **Power Off**.

### 3.6.1 Kashe wayar andiriot

1. Ka danne madannin **power** na wasu ɗakika.
2. Zaka ga wasu zaɓi (ya danganta da irin wayarka).
3. Ka latsa zaɓin **power off**.
4. Wasu wayoyin za su so ka tabbatar ta hanyar sake latsa kashewa.
5. Wayar zata ɗauke.



Adadi na goma sha huɗu 14: misalin zaɓin kashe wayar andiriot

### 3.6.2 Kashe wayar iPhone

1. Ka danna ka riƙe madannin **"Sleep/Wake"** a sama ko gefen na'urar ka (ya danganta da irin sa) sai ka riƙe na wasu ɗakika har sai kalmomin "shafa zuwa gefe don kashewa" sun fito.
2. Ka shafa **"slide to power off"** don kashe wayar ka.

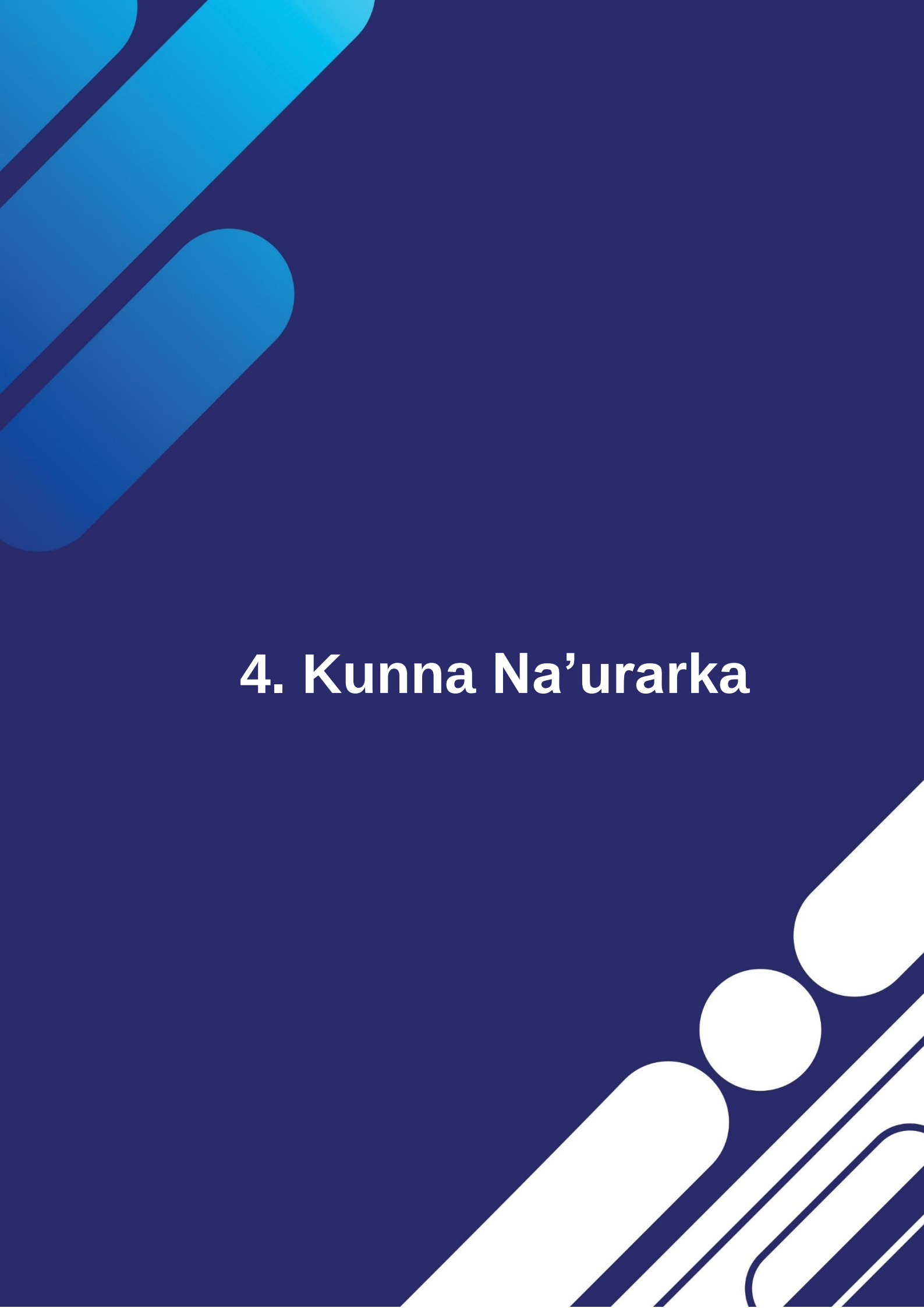
## 3.7 Aiki: kashe na'urar ka lafiya

1. Zaka iya kashe na'urorin ka lafiya?
2. Yaushe zaka iya kashe na'urorin ka?

Bayan ka gama wannan aiki, ka biya sannan ka ajiye aikin ka.

Domin samun shafin da zaka yi aikin da ajiye aikin ka, ka duba kundin karin bayani dake biye da wannan kundin.

Annex\_Activity and reflection template.docx

The background is a solid dark blue. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from a light cyan to a medium blue. In the bottom-right corner, there are white geometric shapes, including a circle and several elongated, rounded rectangles, some of which are partially cut off by the edge of the frame.

## 4. Kunna Na'urarka



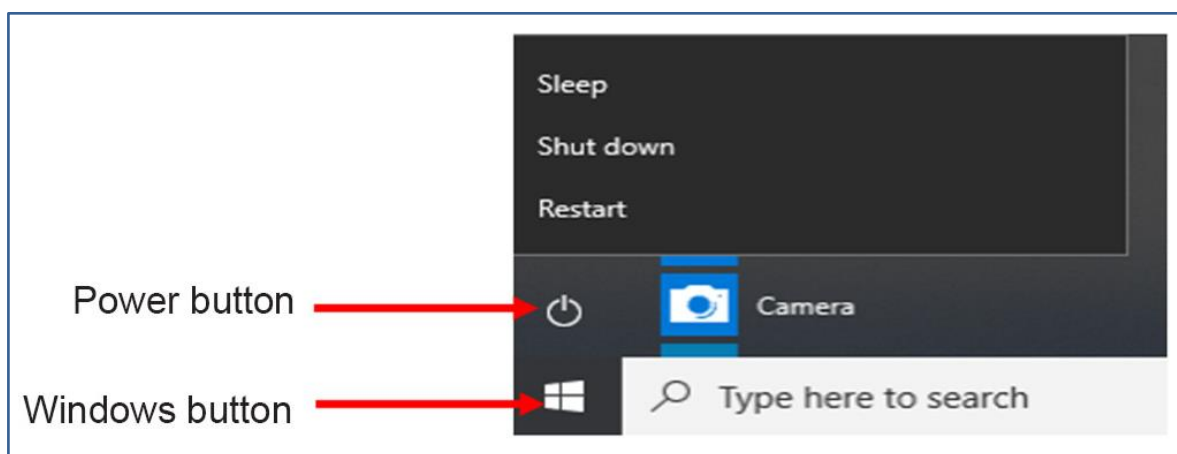
## 4. Kunna Na'urarka

Kana buƙatar kunna na'urarka domin:

- Ka sumar da wayar ka domin alkinta batirinka.
- Idan kwamfutar ka ta makale.
- Idan linzami ko na'urar madanni ya makale.
- Idan kwamfutar na buƙatar sabuntawa ko kuma kana son sabuntawa da kanka.

### 4.1 Kunna kwamfutar cinya

1. Ka latsa **start menu** ko kuma madannin **windows**  (yana kasan fuska hannun hagu).
2. Ka danna madannin **power**.
3. Daga cikin zabin ka zabi **restart**.
4. Ka jira kwamfutarka ta kawo.

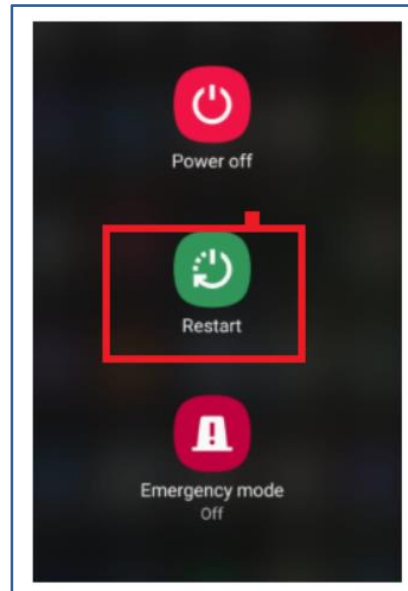


Adadi na goma sha biyar 15:

## 4.2 Kunna wayan andiriot da waya mai faɗi

Wadannan mata kai ne da zai sa ka buɗe tsaron wayan ka ta lambobi ko zane.

1. Ka danne madannin **power**.
2. Zaka ga zaɓi kamar haka.

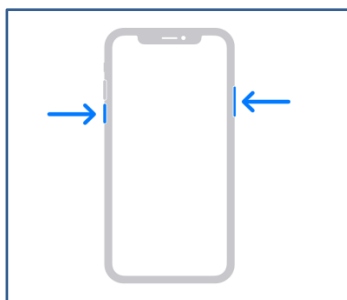


Adadi na goma sha shida 16: yadda madannin kunnawa na wayar andiriot da waya mai faɗi yake

3. Ka latsa madannin **Restart**.
4. Wasu wayoyin kan bukata ka tabbatar da kunnawa wajen sake latsa zaɓin restart.
5. Wayan zai sake kunnawa.

## 4.3 Kunna wayar iPhone

1. Ka danna ka rike madannin **volume** da madannin **side** har sai alaman kashewa ya fito.
2. **Kaja slider**, sai ka jira na dakika 30 na'urar ka ta dauke.
3. Na'urar zai dauke sai ya sake kawowa.



Adadi na goma sha bakwai 17: yadda zaka kunna wayar iPhone

## 4.4 Aiki Akan kunna na'ura

1. Zaka iya kunna na'urar ka?
2. Yaushe ya kamata ka kunna na'urarka?

Domin samun shafin da zaka yi aikin da ajiye aikin ka, ka duba kundin karin bayani dake biye da wannan kundin.

Annex\_Activity and reflection template.docx



## **5. Amfani Da Na'urar Kimiya Cikin Lafiya Da Tsaro**



## 5. Amfani da na'urar kimiya cikin lafiya da tsaro

Amfani da na'ura na tsawon lokuta kan iya zama matsala ga mutum. Matsalolin sune kamar haka:

- Zafin ido da ciwon kai.
- Ciwon hanu da yatsu.
- Ciwon baya da ciwon wuya.
- Tsamin jiki.

### 5.1 Abun da zaka koya:

A karshen darasin nan zaka iya:

- Amfani da na'ura cikin lafiya da tsaro.

### 5.2 Amfani da kwamfutar cinya cikin lafiya da tsaro

Ga waɗansu shawawari wajen amfani da na'ura cikin tsaro da lafiya.

- Ka da kayi amfani da fuska mai matsala. Wannan kan sa ciwon ido da kuma ciwon kai.
- Ka rage hasken fuskar na'urarka ko waya mai faɗi zuwa yadda idon ka yake so.
- Ka dunga ɗaukar hutu a lokaicn amfani da na'ura, idan da hali na duk bayan minti talatin 30.
- Kada ka sa fuska ta inda zai seto wani haske cikin idon ka.
- Ka tabbatar cewa hannunka na tare a lokaicn da kake amfani da wayarka na tsawon lokaci.
- Ka kiyaye ci da sha saboda ka da abu ya watsu lokacin da kake amfani da kwamfutar ka.
- Ka seta kwamfutar ka akan tebur wanda ba zai sa maka ciwon jiki ba:

- Tebur din ya zama daidai da kujera sabi da samun daidaito.
- Kujerar ta zama taana da wajen jingina kuma ta zama tana da tsayi ta yadda idanuwanka zasu zama daidai da fuskar na'ura.
- Kada kasa kwamfutar cinya ko madanni na kwamfutar kan tebur a karshen tebur. Ka bar wajen da zaka dora hannu da kuma jingina a lokacin da kake rubutu.

## 5.3 Abubuwan da za a kula dasu a lokacin da ake amfani da waya mai kwakwalwa ko waya mai faɗi

Ga ɗan takaitattun abubuwa da zasu taimaka wajen amfani da na'urar ka.

- Ka rufe na'urar ka da lambobin tsaro idan baka amfani da na'urar ka.
- Ka rufe Bluetooth ɗinka, idan baka amfani da shi.
- Wayoyi masu kwakwalwa suna da lambobi na daban IMEI number. Ka danna \*#06# domin sanin naka, ka ajiye shi, kuma ka kula da shi, hakan zai baka daman nemo wayarka idan ta bata.
- Ka buɗe wayarka idan zaka yi amfani da shi kaɗai.
- Ka dinga goge abun da bashi da amfani.
- Ka ajiye wayarka a aljihu idan baka amfani da shi, kada ka yi amfani da wayarka idan kana tafiya akan titi.
- Kabar wayarka baka duba ta.
- Ka kula da wanda zaka bai wa wayarka aro.
- Idan wayarka ta bata ka hanzarta ka kai kara caji offis kuma ka tabbatar sun baka shedar kai kara.
- Ka faɗawa kamfanin sadarwa cewa wayarka ta bata.
- Gargadi: tura hotuna ko abubuwan batsa na ko wani iri laifi ne, kuma ana hukunci akan hakan a ko wace kasa.

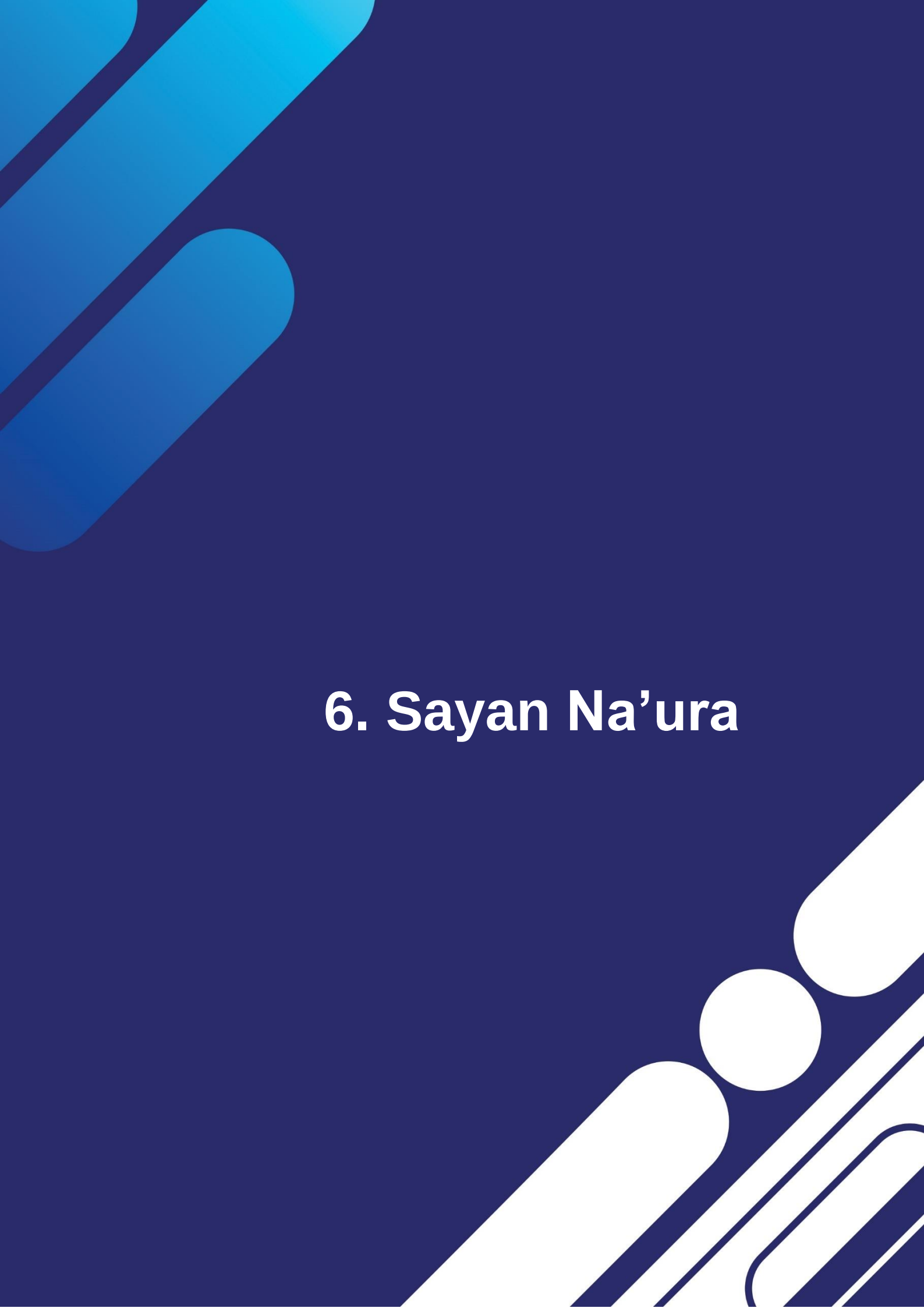
## 5.4 Aiki: ka bada bayanai yadda kake amfani da na'urar ka

Ka dauki lokaci wajen duba wadannan abubuwa:

- Kayi amfani da kalmomin tsaro (Kaman lambobin tsaro PIN ko budewa ta gane fuskar mutum) wajen tsaron na'urar ka?
- Yanayin amfani da na'urar ka? Kana daukar hutu?
- Kana la'akari da mutanen dake kusa da kai kuma me suke yi idan kana amfani da na'urar ka?
- Kana sabunta na'urar ka sosai?

Bayan ka gama wannan aiki, ka biya sannan ka ajiye aikin ka.

Domin samun shafin da zaka yi aikin da ajiye aikin ka, ka duba kundin karin bayani dake biye da wannan kundin.

The background is a solid dark blue. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from a deep navy to a bright cyan. In the bottom-right corner, there are white geometric shapes, including a circle and several elongated, rounded rectangles, some of which are partially cut off by the edge of the frame.

## 6. Sayan Na'ura



## 6. Sayan na'ura

A karshen darasin nan, zaka iya:

- Gane abubuwan da ake dubawa wajen sayan na'ura
- Daman duba abubuwan dake kunshe a cikin na'ura

Sayan na'ura na da mutukar tsada. Kasan wani amfani zaka yi dashi kuma zuwa wani lokaci zaki yi amfani da shi wajen yanke hukuncin na'urar da zaka saya. Yanayin aikin tsohon na'ura na raguwa da sauri. Kuma ka kula da yanayin tsadar na'ura, wuta da damar shiga yanar gizo.

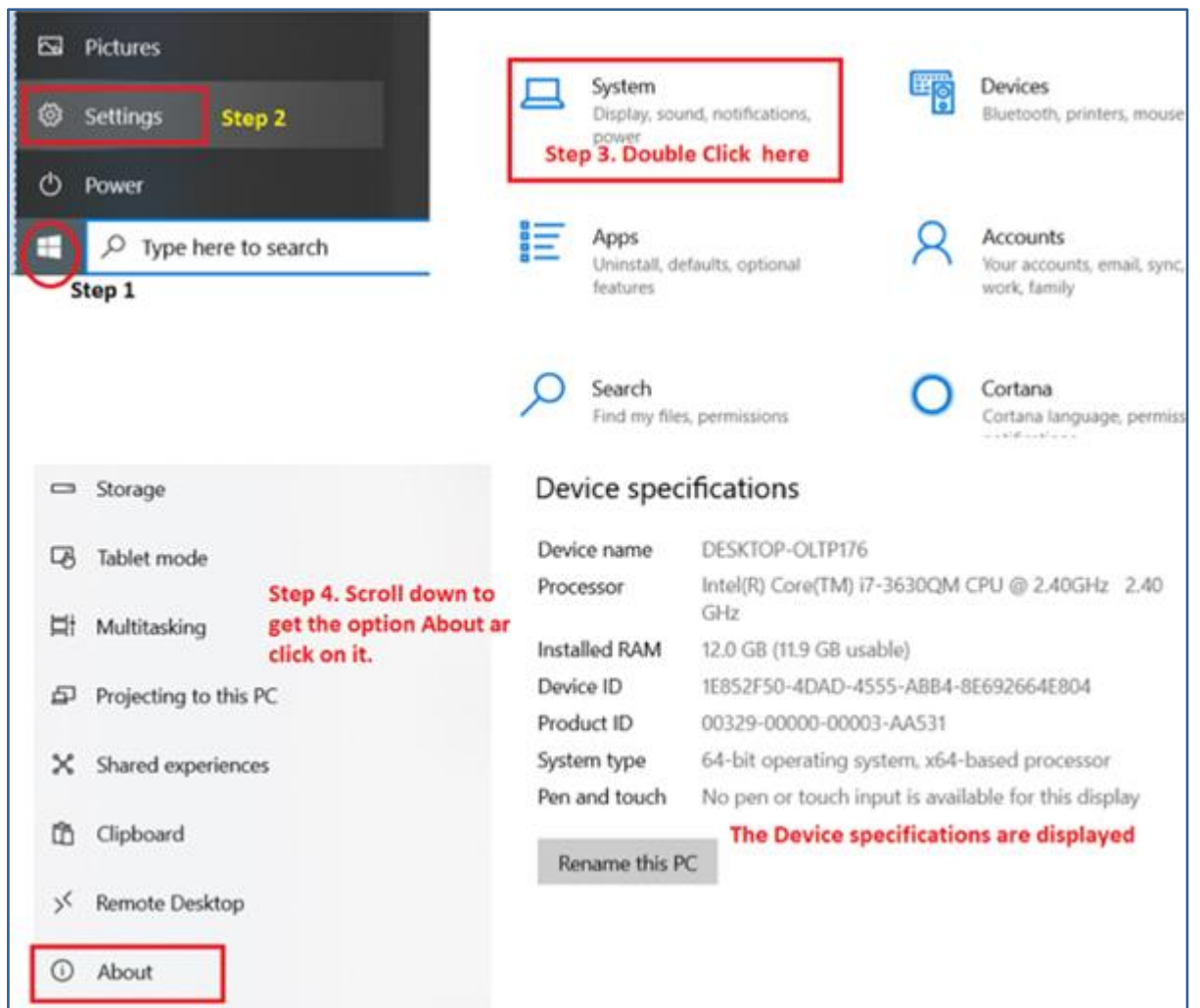
Ga waɗansu abubuwan da zaka duba wajen sayan na'ura:

- Asusun ajiya.
- Saurin na'ura.
- Girman wajen ajiya (disk space).
- tsada.
- Wata dama ta mussamman na kwamfuta (PCs).
- fuska.
- Garanti da taimako.

### 6.1 Yadda zaka duba kayyaddun bayanankwamfuta

Ka duba wani irin kwakwalwar da ba a gani yake amfani da shi. Idan Windows ne:

1. Ka danna alamar **Start**.
2. Ka dannar alaman gear na **Settings**.
3. A cikin setin window, ka danna **System** sau biyu.
4. Ka gangara kasa ka zaɓi **About**. Zaka ga bayanankwakwalwar na'urar da RAM da sauran bayanai.



Adadi na goma sha takwas 18: yadda ake duba bayanankwamfutar windows 10

## 6.2 Aiki: Duba bayanankwamfuta

1. Duba bayanankwa'urarka (kwamfutar cinya da kwamfutar kan tebur da waya mai kwakwalwa).
2. Ka rubuta bayanankwamfutar ka.

Domin samun shafin da zaka yi aikin da ajiye aikin ka, ka duba kundin karin bayanai dake biye da wannan kundin.

Annex\_Activity and reflection template.docx



## **7. Gyara Matsalolin Na'urar Ka**



## 7. Gyara matsalolin na'urar ka

A karshen darasin nan, zaka iya:

- Gano da gyara matsalolin dake tattare da na'urar ka

Ganowa yana nufin gano dalilin da ya sa na'urarka ke da matsala.

Wasu bayanai na asali akan ganowa zai taimaka maka wajen rashin kashe kudi da bata lokaci da wahalhalu. Wasu hanyoyi masu amfani:

- Ka zamanto mai dabara.
- Ka fara da hanya mafi sauƙi.

Ga waɗansu matsaloli da akan iya fuskarta da kuma yadda za a gyara su.

### 7.1 Idan kwamfutar taki kawowa

1. Ka duba ko kwamfutar na jikin wuta.
2. Ka tabbatar igiyoyin wuta suna jikin na'ura daidai.
3. Idan har yanzu bata kawo ba kayi kokarin sashi jikin wuta kai tsaye.
4. Idan ta cinya ce, ka duba ko batirin na da caji sosai.
5. Ka cire batirin ka mai da shi daidai.

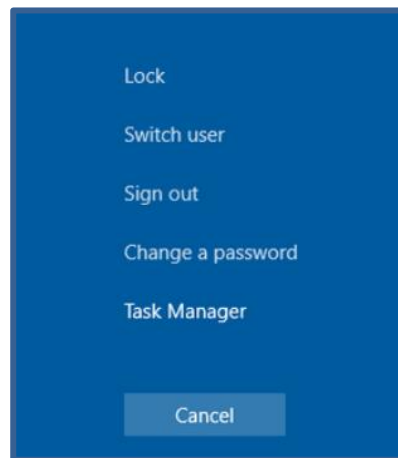
### 7.2 Fuskar taki kawowa (PC)

1. Idan baka ga koren wuta ba, shuɗi ko ruwan lemo to fuskar bata kunne. Ka kunna wajen wutar lantarki, sai ka danna madannin kunnawa.
2. Ka duba ko igiyar wutan an saka ta daidai a jikin wutan lantarki.
3. Idan har yanzu bata kawo ba, ka duba wayar data haɗa fuskar da kwaƙwalwar.
4. Idan kwamfutar cinya ce kayi kokarin neman mai gyara ya duba maka ita, saboda zai iya zama matsala ce babba da kai ba za ka iya gyarawa ba.

### 7.3 Idan kwamfuta ta makale

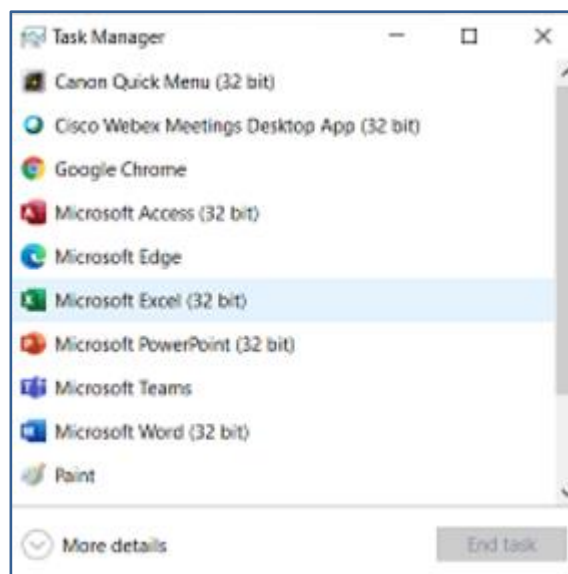
1. Ka danna ka rife madannan **ctrl + alt + delete** a lokaci ɗaya.

2. Wannan shafin zai fito.



Adadi na goma sha tara 19: Shafin da zai fito idan aka danna madannan Ctrl+ Alt + Delete a lokaci **ɗaya**

3. Ka zabi zabin **task manager**.
4. Wannan shafin zai fito.



Adadi na ashirin 20: ka zabi manhajan daya ma **kale**

5. Daga jerin **ka zabi manhajan da baya aiki** sai ka danna **end task**.
6. Idan hakan bai yi ba, to ka danne madannin power har sai kwamfutar ta ɗauke sai ka sake kunawa.

## 7.4 Sakon kuskure

1. Idan kuskure ya fito a fuska kuma baka gane shi ba, ka danna **cancel** ko ka danna **escape key** a jikin na'urar madannai.

## 7.5 Linzami baya aiki

1. Ka duba igiyae sa a jikin kwakwalwan.

## 7.6 Madanni baya aiki

2. Ka duba igiyar sa a jikin kwakwalwan.

## 7.7 Linzami marar igiya baya aiki

1. Ka motsa shi kaga ko da haske a jikin sa.
2. Ka tabbatar linzamin yana da batiri.
3. Ka tabbatar linzamin baya nesa da kwamfuta.

## 7.8 Linzamin kwamfutar cinya ko wajen shafa

1. Kayi kokarin kunnawa da kashewa ta danna **FN key + function key** a jikin madannai, ka gwada haka na wasu lokuta.

## 7.9 Aiki: Gano da magance matsaloli

1. Wadanne matsaloli ne ake yawan samu idan ana amfani da na'ura?
2. Kana iya magance su yanzu?

Bayan ka gama aikin, ka rubuta abubuwan da ka koya.

1. Kunnawa da kashe na'urarka.
2. Me zaka duba wajen sayan na'ura
3. Gyaran asali akan na'urar ka.

Domin samun shafin da zaka yi aiki da ajiye aikinka, ka duba kundin ƙarin bayani dake biye da wannan kundin.

Annex\_Activity and reflection template.docx



## 8. Kutsawa Cikin Na'urar Ka



## 8. Kutsawa cikin na'urar ka

Wannan darasin ya kunshi yadda zaka yi amfani da na'urarka, kutsawa a cikin gurare daban daban cikin na'urarka da mfani da na'urorin shigarwa da fitarwa a na'urarka.

### 8.1 Abun da mutum zai koyu

A karshen darasin nan, zaka iya:

1. Yin amfani da na'urar madanni da linzami wajen shigar da bayanai cikin kwamfuta.
2. Ka buƙe manhajojin cikin na'urar ka don amfani da su.
3. Gane manhajojin da kake amfani dasu a na'urar ka.
4. Zayyana bambanci tsakanin na'urorin shigarwa da fitarwa.
5. Yin amfani da madannai masu sauƙaƙa abu.
6. Yin amfani da madannai kan na'urar madanni.
7. Aiwatar da kayan Magana a na'ura.

### 8.2 Kwamfuta da na'urorin da ake rikewa a hannu

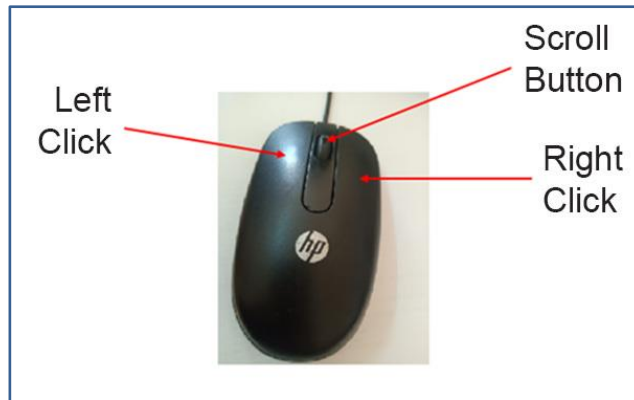
Wannan darasin zai baka zaɓin kwamfutoci (Kamar kwamfutar cinya da ta tebur) da kananan na'urori (Kamar su waya da waya mai faɗi).

Wannan darasin ya fara ne da takaitaccen bayani game da ilimin kimiya wanda za su maka amfani wajen koyo.

### 8.3 Asalin basirar kutsawa

#### 8.3.1 Yadda zaka yi amfani da linzami

Linzami abin nuni ne dake taimaka maka wajen amfani da kwamfuta ba sai kayi amfani da na'urar madannai ba.



Adadi na ashirin da daya 21: Asalin linzami da madannan sa

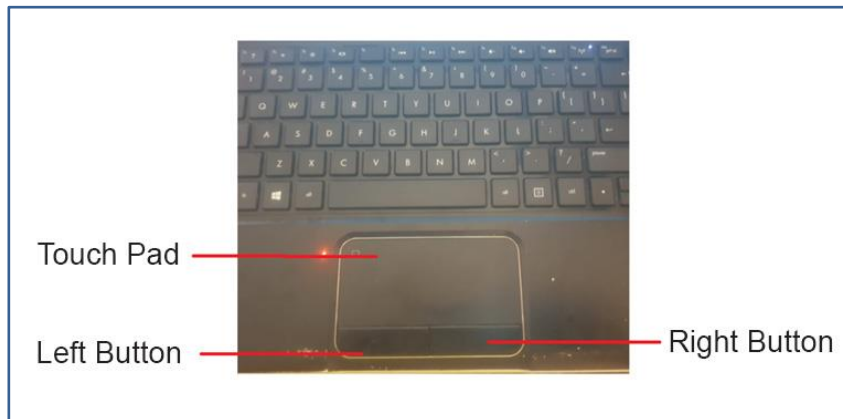
Linzamin kwamfuta na'urar kwamfuta ne dake amfani da alama a cikin kwamfuta wajen nuni a cikin fuskar kwamfuta. Abun nunin na nuna maka inda linzamin yake a cikin kwamfutar. Zaka iya amfani da alaman wajen budewa da rufe manhajoji dama matsawa da fayil.

Ga wasu hanyoyi da zaka yi amfani da linzami:

- **Madannin hagu.** Wannan madanni ne dake gefen hagu a jikin linzami idan ka danna shi sau ɗaya zai zaba maka abu.
- **Dannawa sau biyu.** Wannan madannin hagu ne zaka danna sau biyu da sauri hakan zai sa ya zaɓi ko buɗe maka manhaja ko wani abu.
- **Dauka da ajiyewa.** Wannan yana nufin danna madannin hagu ba ɗagawa kuma da ci gaba da motsi da linzamin zuwa wani waje a fuskar na'ura. Kuma ana iya amfani da shi wajen zaɓan rubutu.
- **Madannin dama.** Danna madannin hannun dama zai baka zaɓi da yawa.

## 8.3.2 Yadda za kayi amfani da wajen shafa na kwamfutar cinya

Da yawan kwamfutar cinya suna da sashen su a cikin kwamfutar wanda ake kiransa da wajen shafa inda alama zai na motsi a cikin fuska. Zaka iya amfani da wajen shafa a madadin linzami.



Adadi na ashirin da biyu 22: Aiki da inda wajen shafa yake

Ga ɗan takaitaccen bayani kan yadda zaka yi amfani da wajen shafa.

1. Ka shafa yatsa ɗaya a tsakiyan wajen shafa don motsawa da alama
2. **Ka taɓa a hankali** domin zaɓa, ko ka danna madanni na hagu a kasan wajen shafa
3. Ka danna **madanni na dama** akan manhaja
4. Ka ɗora hannun ka akan karshen daman wajen shafa ka ja yatsan ka wajen komawa kasa.

## 8.3.3 Kutsawa ta wajen shafa

Akwai hanyoyi uku wajen yin kutse a cikin kwamfutar cinya ko waya.

### 8.3.3.1 Tattabawa

Wannan yana aiki kamar yadda linzami yake aiki a kwamfuta. Tattabawa amfani da shi ne wajen buɗe manhaja, rubutu, da kuma zaɓan madannin a lokacin kutsawa a cikin yanar gizo.

**Don tabawa:** ka ɗan taba da karshen yatsanka akan fuskar sai ka daga da sauri. Tabawa kaɗan za a yi ba dakika kaɗan ba saboda fukar ta kawo kuma baka bukatan ka danne shi.

### 8.3.3.2 Shafan gefe

Wannan ya kunshi shafa ta gefe akan fuskar na'ura.

**Domin shafan gefe:** ka dora yatsanka a hankali akan fuska don ka matsa gefe sama ko kasa, sai ka daga yatsanka.

### 8.3.3.3 Juyawa

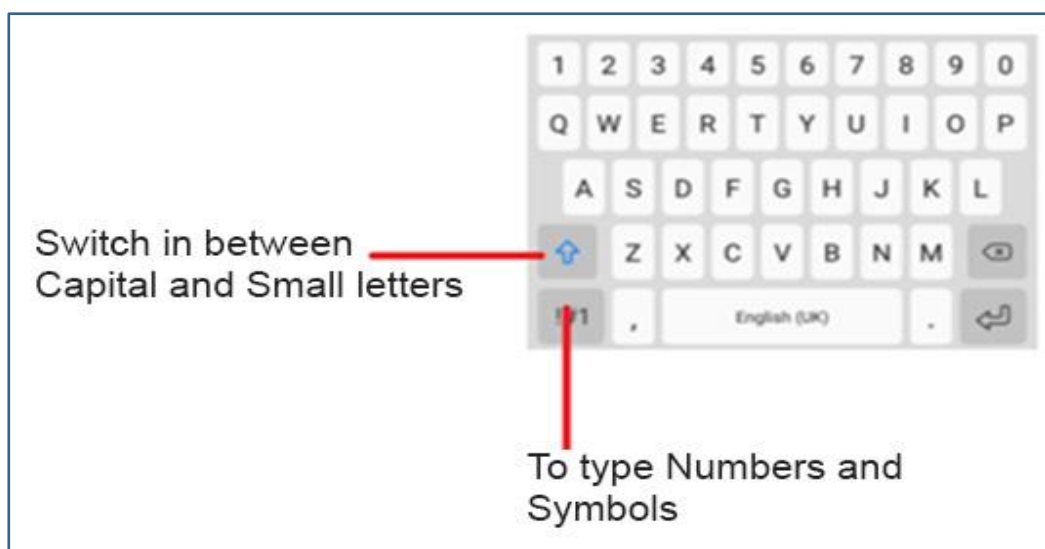
Idan kana da bayanai da zaka buɗe a fuskar kwamfutar ka kuma yana da tsayi da bazai buɗe duka ba a lokaci ɗaya, kana bukatan ka juya zuwa kasa ko sama don karin gani. Wannan shine juyawa.

**Domin juyawa:** ka dora yatsanka a hankali akan fuska sai ka ja shi a hankali sama ko kasa hagu ko dama. Kana kallon fuskar lokacin yi. Idan kaje inda kake son karantawa sai ka ɗaga hannun ka ɗaga fuskar wayan.

## 8.3.4 Ireiren na'urar shafawa

Na'urar shafawa kamar waya mai kwakwalwa suna da madanni a ciki. Yana kama da adadin (Adadi na ashirin da huɗu 24) a kasa akwai misalin na'urar madanni.

Zaka iya amfani da madannin fuska ta danna madannin da kake so.



Adadi na ashirin da uku 23: madannin kan fuska

Ku duba shashi na **8.5 kutsawa cikin na'urar ku** domin samun karin bayani akan madannin dake kan fuska.

### 8.3.5 Yadda zaka yi amfani da madanni

Madanni sashen kwamfuta ne da ake amfani da shi wajen rubutu ko shigar da bayanai. Madanni yana da abubuwa kala-kala.

Kashi biyar dɓin sun kunshi:

#### 8.3.5.1 Harufa da lambobi

Harufa da lambobi sune aka fi sani wanda ake amfani da shi wajen rubuta lambobi ko harufa na musamman, harufa kamar su alaman tambaya da alaman hutu da sauran su. Wadannan harufan suna nan kamar haka:

- “A to Z”, “a zuwa z”, “0 zuwa 9” da kuma sauran harufa.
- Madannin dake sa harufa yayi girma. Idan yana kunne, harufan da aka rubuta zai zama babba (ana iya kiransa da babban harafi). Idan aka kashe shi harufa kan koma kanana (ko kuma karamin harafi).
- Madannin shiga/madannin komawa: yakan mayar da alama farkon sabuwar jimla.

- Madannin turawa: Yana matsawa da alama da rubutun dake jikin alama zuwa wani kayayadadden tazara.
- Dogon madanni: shine madanni mafi tsayi a cikin madannai. Yana saka fili ne a tsakanin kalmomi.
- Madanni komawa: yana goge harafi daga hannun dama zuwa hagu.



Adadi na ashirin da huɗu 24: Asalin madannin kwamfuta

### 8.3.5.2 Motsa alama da madannin gyara

Ana amfani dasu wajen matsawa da alama daga waje zuwa waje a fuskar na'ura. Sun hada da:

1. Madannin kibiya: wannan yana motsa alama ta inda kibiyan yake kallo
  - Kibiya mai kallon sama – Motsa alama zuwa sama
  - Kibiya mai kallon kasa – Motsa alama zuwa kasa
  - Kibiya mai kallon dama – Motsa alama zuwa hannun dama
  - Kibiya mai kallon hagu – Motsa alama zuwa hannun hagu
2. Madannin sakawa: Ana amfani dashi wajen canza harafi wajen alama
3. Madannin gogewa: yana gogewa ko cire harafi daga hagu zuwa dama
4. Madannin komawa gida: yakan mayar da alama farkon jimla
5. Madannin shiga: yana mayar da alama zuwa karshen jimla
6. Madannin shafin sama: yana mayar da alamar shafi sama, idan akwai shafuka da yawa.
7. Madannin shafin kasa: yana mayar da alama shafi kasa, lokacin da ake da shafuka da yawa



Adadi na ashirin da biyar 25: madannan gyara da na alama a kan na'urar madannai

### 8.3.5.3 Bangaren lambobi

Ya kunshi lambobi daga 0 - 9, da alamar karawa (+), debewa (-), tarawa (\*) da rabawa (/). Domin kayi amfani da waɗannan lambobin saika tabbatar ka kunna Number Lock.



Adadi na ashirin da shidda 26: bangaren lambobi

### 8.3.5.4 Madannin Function

Waɗannan madannai suna nan a saman na'urar madannai. An rubuta su da alaman F1 da F2 da F3 zuwa F12. F1shi ake amfani dashi wajen shiga shafin taimako.

Gaba ɗaya, amfanin su ya banbanta bisa manhajan da ake amfani dashi.



Adadi na ashirin da bakwai 27: madannan Function a kan na'urar madannai

### 8.3.5.5 Madannai na ayyuka na musamman

#### 8.3.5.5.1 Madannin gusarwa (Shift)

Wannan maddanin na musamman yana aiki ne da wadansu madannai. Baya yin komai idan kayi amfani da shi shi kadai.

- Kana iya amfani da shi wajen samun babban harafi guda. Ka danne **SHIFT key + and alphabet key** saboda ka samu harafi babba.
- Ana mafani da shi wajen samun alamar rubutu a saman harafi, musamman ma a bangaren lambobi.
- Domin samun alaman rubutu akan lambobi. Ka danne madannin SHIFT kafin danna harafin da kake bukata.

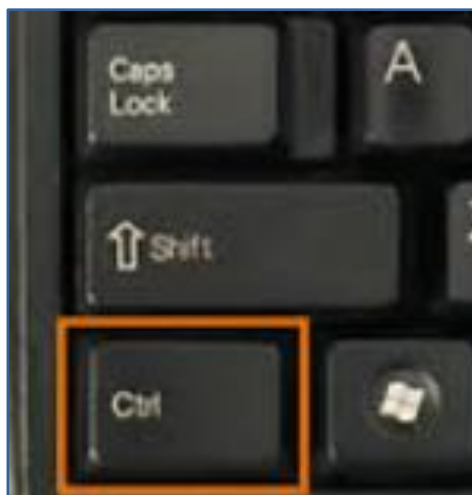


Adadi na ashirin da takwas 28: madannin Shift

#### 8.3.5.5.2 Madannin Control

Madannin Control, wasu lokutan ana ce masa CTRL, yana bada daman amfani da haɗa wasu harufa. Aikin sa ya danganta da abun da kake yi ammah wasu lokutan akwai asalin haɗakan kamar haka:

- **CTRL+ “S”** ana amfani da shi wajen ajiye rubutu ko wani abu
- **CTRL+ “X”** ana amfani da shi wajen yanke rubutu ko wani abu
- **CTRL+ “C”** ana amfani da shi wajen kopan rubutu ko wani abu
- **CTRL+ “V”** ana amfani da shi wajen manna rubutu ko wani abu



Adadi na ashirin da tara 29: The Control Key

### 8.3.5.5.3 Madannin Escape

Madannin Escape, wani lokacin ana ce masa ESC, yana samar da wasu kalmomi na musamman a kwamfuta. A wasu shiri da yawa, ana amfani dashi ne wajen kashe wani aiki. Madannin yana baka daman “kaucewa”, dakatarwa ko tsayar da aikin da kake yi.



Adadi na talatin 30: Madannin Escape

## 8.4 Kutsawa cikin kwamfuta

Ga bayani akan yadda zaka kutsa cikin fuskar na'urar zamani.

### 8.4.1 Amfani da “aAikon”

Shafi na farko da zaka gani bayan ka kunna kwamfutar ka shi ake kira Desktop. Ya kunshi kananan hotuna da ake kiran su aAikon ko manhaja. Shi aAikon din

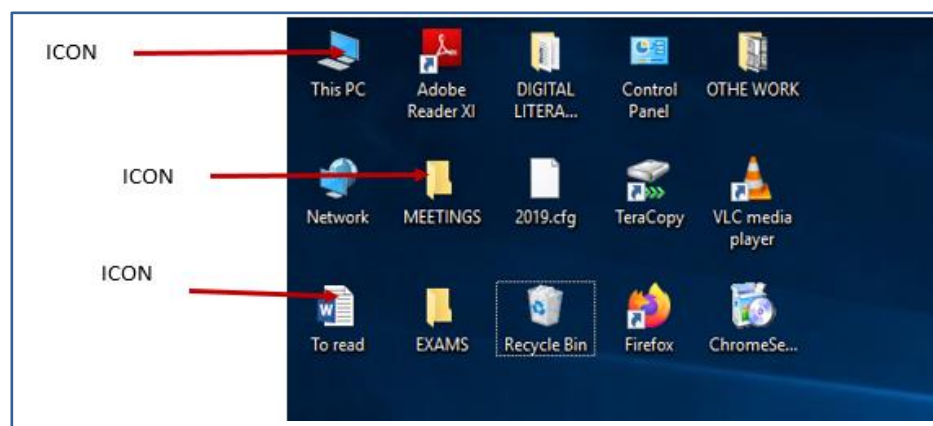
yana maimakon manhajoji, gurare ko ayyuka. Aikon yana saukaka amfani da kwamfuta.



Adadi na talakin da 31: Fuskar kwamfuta da aAikon

Ga ikon a hoton kasa:

- Aikon mai alamar kwamfuta, ana amfani da shi wajen shiga fyeƴ fyeƴ.
- Aikon ɗin meeting, ana amfani da aikin ɗin wajen shiga cikin fyeƴ ɗin meeting.
- Aikon ɗin yin karatu, Aikon ɗin da zai baka daman shiga manhajan Word mai suna “ka karanta”.



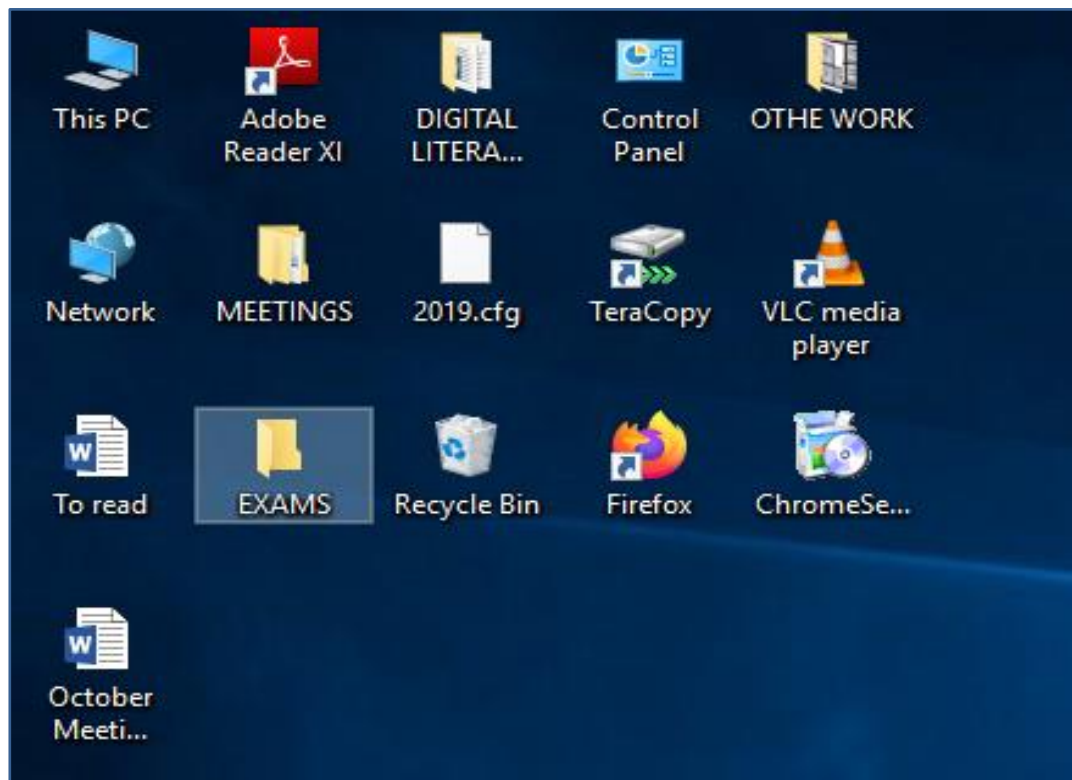
Adadi na talatin da biyu 32: Waɗɗansu aikin da ma'anar su

## 8.4.2 Yadda zaka buɗe aikon a kwamfutar cinya

Akwai hanyoyi fiye da ɗaya ta yadda zaka buɗe aikon akan shafin farko na kwamfuta.

### 8.4.2.1 Hanya ta farko

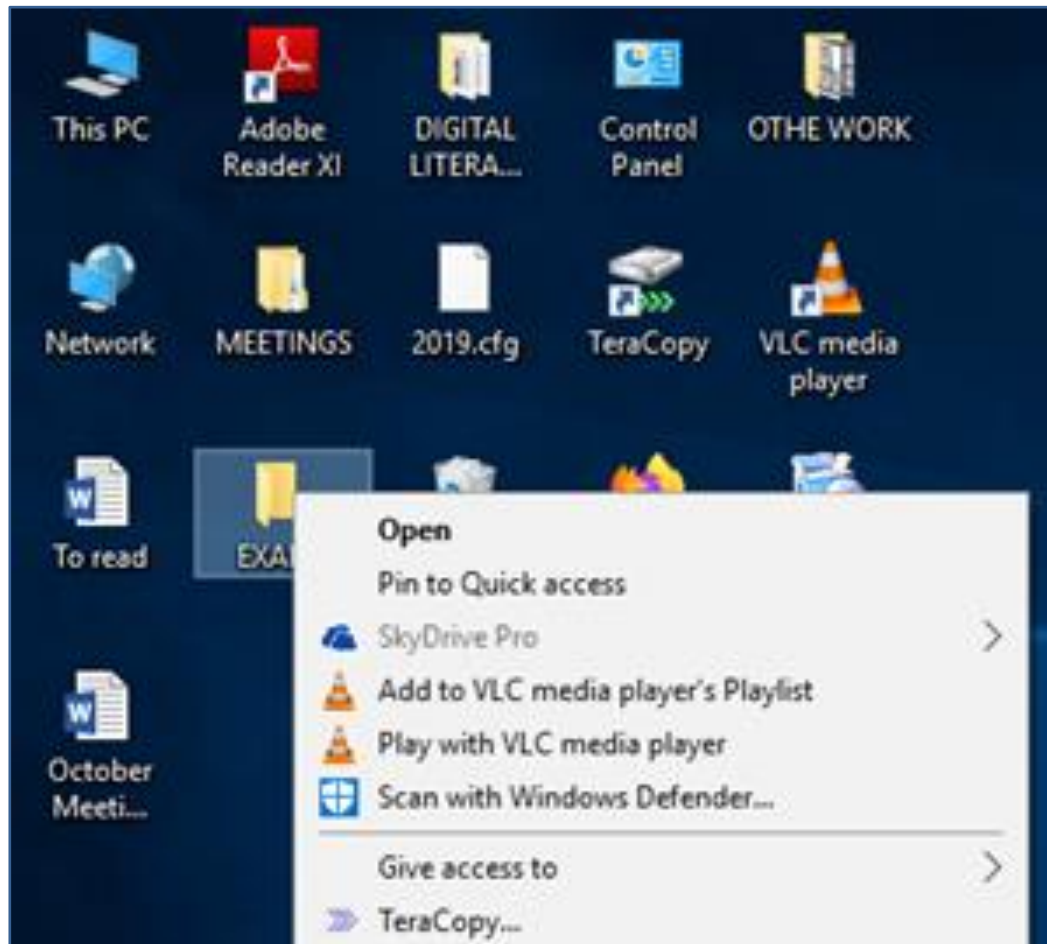
- Ka zaɓi aikon da alaman linzaminka
- Ka danna sau biyu kan aikon (kayi amfani da madanni na hannun hagu na linzami)
- Hotun kasa yana nuni kan fayel ɗin da aka zaɓa. Idan ka danna sau biyu akan aikon din, fayel din zai buɗu



Adadi na talatin da uku 33: Danna sau biyu akan Aikon

### 8.4.2.2 Hanya ta biyu 2

- Ka zaɓi aikon ɗin da alaman linzamin ka.
- Ka danan madannin linzami na dama.
- Daga cikin zabin ka zaɓa zabin da yace a buɗe.

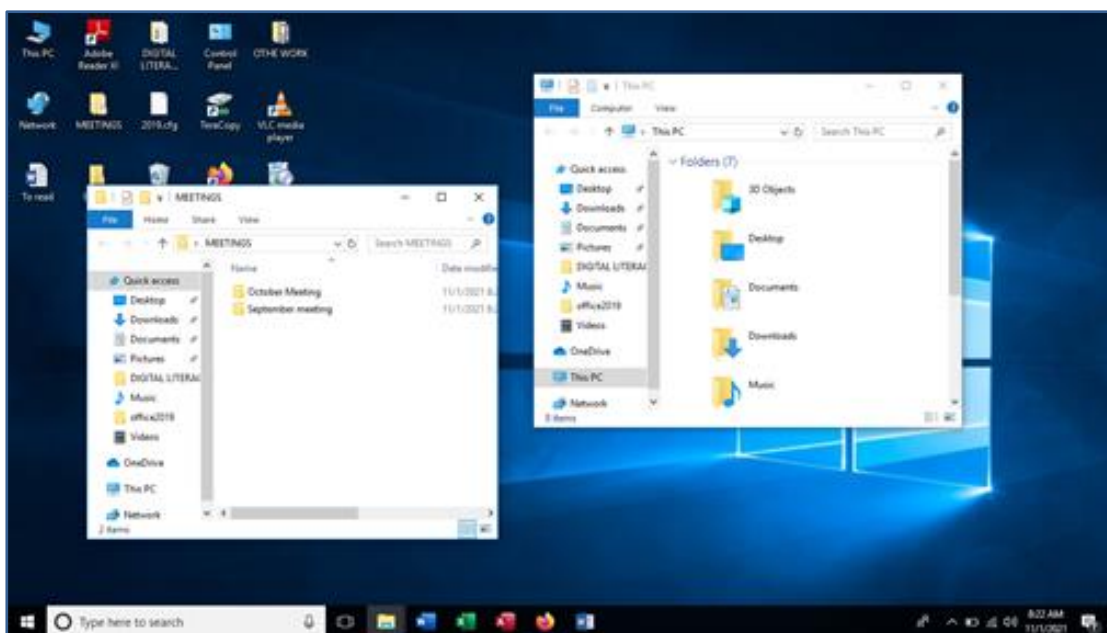


Adadi na talatin da huɗu 34: amfani da madannin dama na linzami wajen buɗe Aikon

### 8.4.3 Amfani da “Window”

Idan aikon ya buɗu a gidan daya ya fito. Windows yakan alakanta da manhaja na musamman ko aikin da kake yi.

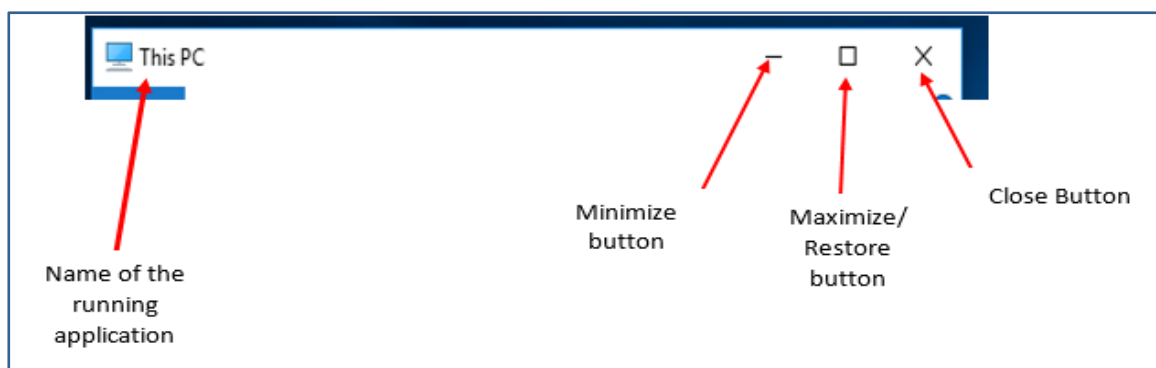
Hoton kasa na nuni yadda zaka yi amfani da windows wajen buɗe manhaja.



Adadi na talatin da biyar 35: shafi biyu a buɗe

#### 8.4.4 Wajen take

Wajen take yana saman bangaren fuska. Yana nuna sunan aplikasion da ake amfani dashi. Yana da madannai uku a sama ta hannun dama.



Adadi na talakin da shida 36: wajen take yana baka daman kullewa, boyewa da kuma matse shafi

- Madannin boyewa – idan ka danna wannan madannin zai boye shafin inda zai kai shi can kasan shafi.
- Madannin matsewa – idan ka danna wannan madannin zai matse shafin ya maida shi kankani idan kuma ka sake danna shi zai buɗe shafin.
- Madannin rufewa – ana amfani dashi wajen buɗe afilikashon.

### 8.4.5 Wajen aiki

Wannan waje ne da yake kasan shafi. Ya kunshi aikin din da akafi amfani dashi, alaman window ko start, lokaci da kwanan wata. Yana da wajen da zaka nemo abu ko fayel ko wani ajiya a kwamfuta.



Adadi na talatin da bakwai 37: wajen aiki yana da amfani sosai da kuma bada hanya mafi sauƙi wajen shiga manhajoji

## 8.5 Kutsawa cikin wayoyin ku

Waya mai kwakwalwa karama ce mai kuma karfi da ake amfani da ita wajen yin kira da tura gajeren sako, kuma akan iya amfani da ita wajen shiga yanar gizo da turawa da samun sakon yanar gizo kamar yadda kwamfuta ke yi.

Akwai ire-iren wayoyi kamar haka:

- iPhones daga Apple.
- Wayan andiriot daga kamfanin Samsung, HTC, Huawei.
- Wayan Windows daga kamfanin Nokia.

Duka wayoyin nan suna da kwakwalwar da baa gani daban daban (duba sashi na 2.8 a cikin wanan kundin).

Zaka iya amfani da yatsunka wajen amfani da wayan ko kuma kayi amfani da alkalamin rubutu. Wannan wani na'ura ne dake kama da alkalami ammah bashi da rowan rubutu a ciki. Ana amfani dashi Kaman alkalami ne akan fuskar waya mai fadi. Kana amfani dashi wajen danna manhaja ko kutsawa cikin waya mai fadi. Idan kana da manhaja, kana iya amfani da alkalamin wajen rubutu zuwa cikin wayar ka, a madadin amfani da na'urar madannai.



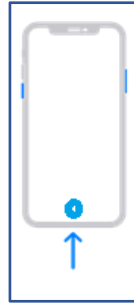
Adadi na talatin da takwas 38: Akan iya amfani da Alkalamın lantarki wajen kutsawa cikin wayoyi mai kwakwalwa da waya mai faɗi

## Amfani da waya mai kwakwalwan da yadda ake da manhajoji

Waya mai kwakwalwa tana amfani da manhajoji, domin taimaka maka wajen yin gajerun ayyuka. Zaka ga waɗannan manhajojin a yawancin wayoyi. Waɗanda suka haɗa da agogo (da agogon tashin mutum) da manhajan ɗaukar hoto da manhajan ganin hotuna.

Ana samun waɗannan yawanci a shafin farko ne. **Home screen** shine shafin farko da zaka fara gani idan ka kunna wayan ka.

Idan kana son komawa shafin farko na wayan ka, ka danna madannin **home button**.

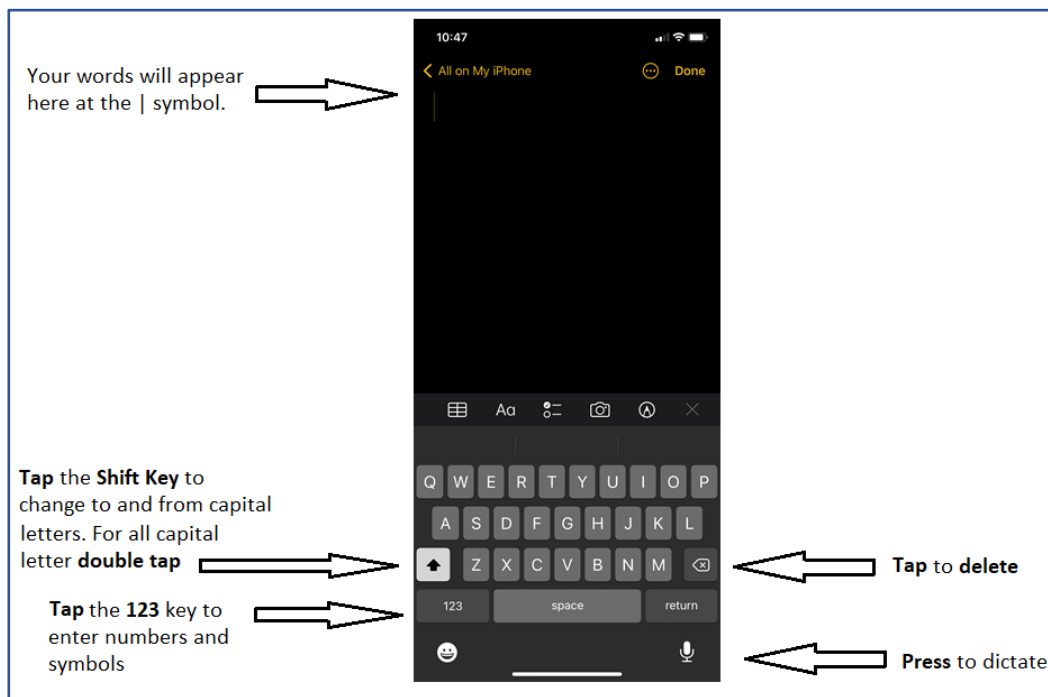


Adadi na talatin da tara 39: Inda madannin Home button yake a waya mai kwakwalwan

## Shigar da bayanai a cikin waya mai kwakwalwan

### Allon madannai na zahiri

Kuna so ku sami bayanai a cikin wayoyin ku. Hanya mafi sauki ita ce ta danna inda kake bukatar rubutawa, kuma maballin zai bayyana ta atomatik.



Hoto 40: Allon madannai na yau da kullun akan na'urar hannu.

### Kaddamarwa, ko magana da rubutu

Hakanan zaka iya rubuta ko magana da kalmominka a cikin wayar hannu.

Wannan yana nufin ba lallai ne ka rubuta komai ba. Dubi Hoton da ke sama kuma duba kasan dama na allon wayar hannu. Akwai gunki mai kama da makirufu.

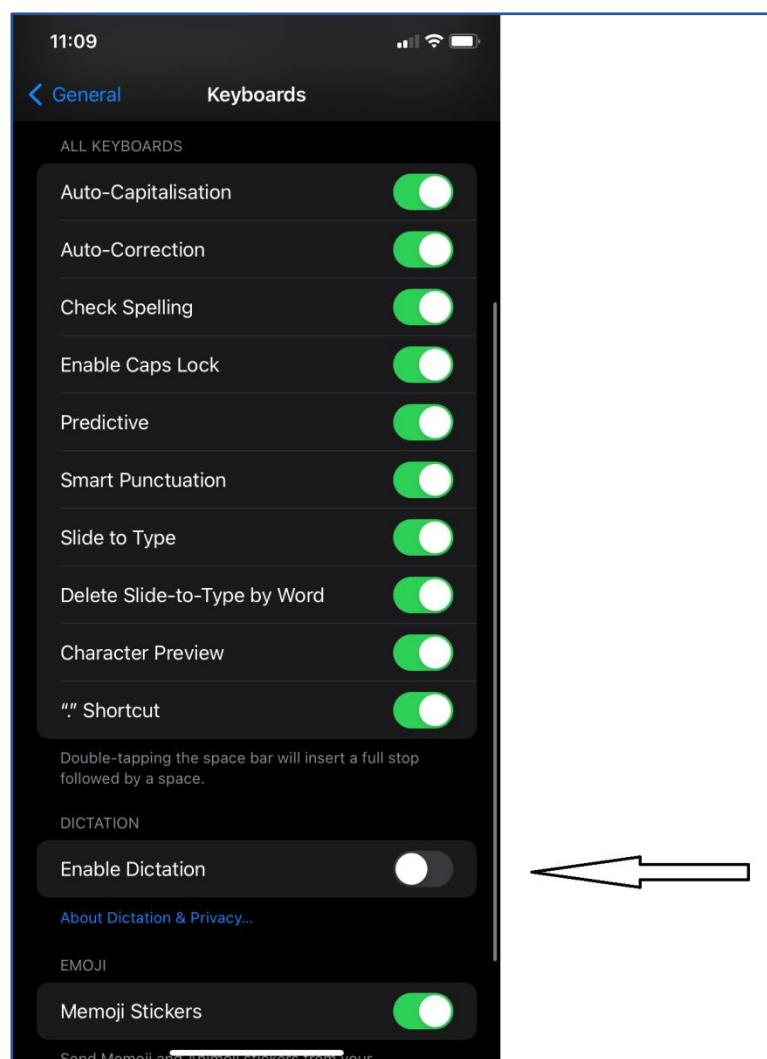
Wasu ka'idodin suna ba da damar yin magana ta atomatik amma wasu suna bukatar ba da izini don amfani da kamus.

Don kunna kamus, yi wannan:

1: Matsa gunkin Saituna

1. Matsa zabin Allon madannai

2. Matsa maballin Kaddamar da Kaddamarwa



Hoto na 41: Yadda ake kunna karantawar, ko Magana zuwa zabin rubutu akan wayowin komai da ruwanka

Don amfani da karantawar, yi wannan:

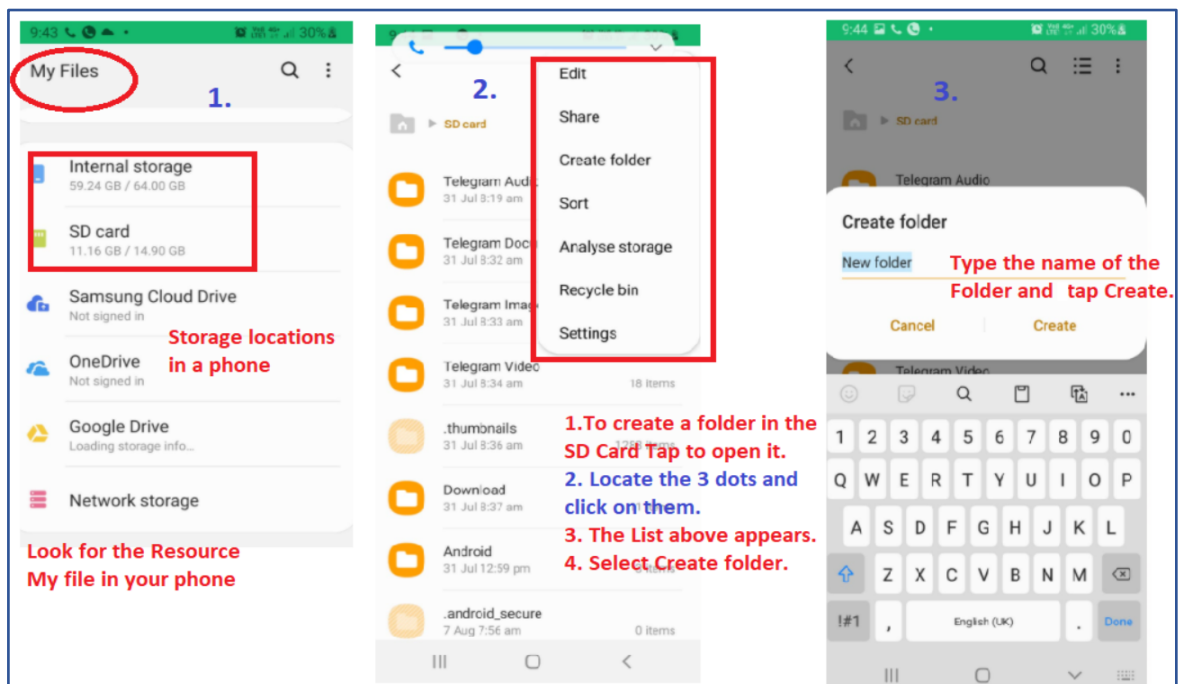
3.Kuna danna maballin makirufu ku fara magana.

Za a canza jawabin ku zuwa rubutu kuma a adana shi a cikin na'urar ku - a cikin ka'idar rubutu, imel ko duk wani ka'idar da ke goyan bayan furucin.

## Kirkirar babban fayil da karamin fayil a cikin wayar Android

Anan akwai umarnin mataki-mataki don kirkirar kundayen adireshi / manyan fayiloli akan wayoyinku.

- 1.Buƙe Fayil. Za ku ga ma'ajiyar ciki da katin SD idan wayarka tana da ɗaya.
- 2.Don kirkirar babban fayil a katin SD, matsa ma'ajiyar ciki don buƙe shi.
- 3.Danna dige guda 3. Jerin zaɓuɓɓuka zai bayyana.
- 4.Zabi Zaɓin Kirkirar babban fayil.
- 5.Buga sunan babban fayil ɗin da kake kirkira, kuma danna Kirkiri.
- 6.Kuna iya kirkirar manya manyan fayiloli ta hanya ɗaya a cikin babban fayil ɗin.
- 7.Za a iya gano babban fayil ɗin da kuka kirkira?



Hoto 42: Kirkirar manyan fayiloli/ manyan fayiloli akan wayar Android

## Ayyuka: Amfani da na'urar tafi da gidanka

- Kirkiri sakonnin SMS masu zuwa yana bayyana kuma aika zuwa abokin ku
- "Ina koyan SANIN DIGITAL a cikin 1, 2, 3, 4 ... Kwanaki"
- Shin kuna iya bugawa ta amfani da madannai na allon taɓawa?

Don aikin mara komai da samfurin tunani da fatan za a duba rakiyar annex,  
Annex\_Activity da samfurin tunani.docx.

## Ayyuka: Kirkirar manyan fayiloli da tsarin kundin adireshi

Za ku:

.Kirkiri babban fayil akan na'urarka. Sunansa "Kwarewar Dijital"

.Kirkirar manya manyan fayiloli mataki na 1 da mataki na 2 a cikin babban fayil din Kwarewar Dijital.

.Ajiye fayil a daya daga cikin manyan fayiloli ko manyan fayilolin da aka kirkira.

Bayan kun gama aikin kuyi tunani kuma kuyi rikodin aikinku.

Don aikin mara komai da samfurin tunani da fatan za a duba haɗe-haɗe.

Annex\_Ayyukan da samfurin tunani.docx.



## **9. Amfani Da Fasalulluka Masu Isa**



## Amfani da fasalulluka masu isa

Fasalolin samun dama suna taimaka wa mutanen da ke da nakasa su iya kewayawa da sarrafa na'ura.

### Sakamakon koyo da ake tsammani daga wannan darasi

A karshen wannan darasi, za ku koyi:

1. Siffofin samun dama da mahimmancinsu.
2. Misalai na fasalulluka masu isa ga na'urarka.
3. Don jin daɗin abubuwan isa ga na'urar ku.
4. Yadda ake kunna fasalin isa ga na'urar ku.

### Yadda ake amfani da fasalolin samun dama

#### Mai kara girman sifa

Shi kayan aikin kara girman sifan yana ɗaya daga cikin mafi amfani kuma mafi sauƙi don amfani da fasalulluka masu isa ga Windows. Yana sa kalmomi da hotuna da ke kan allon girma, don haka yana da sauƙin karantawa.

1. Don kunna kayan aiki na kara girman sifa da sauri danna maɓallin tambarin Windows + Plus sign (+).
2. Don kashe kayan aiki na kara girman sifa, danna maɓallin tambarin Windows + Esc.

A madadin, idan kun fi son amfani da linzamin kwamfuta:

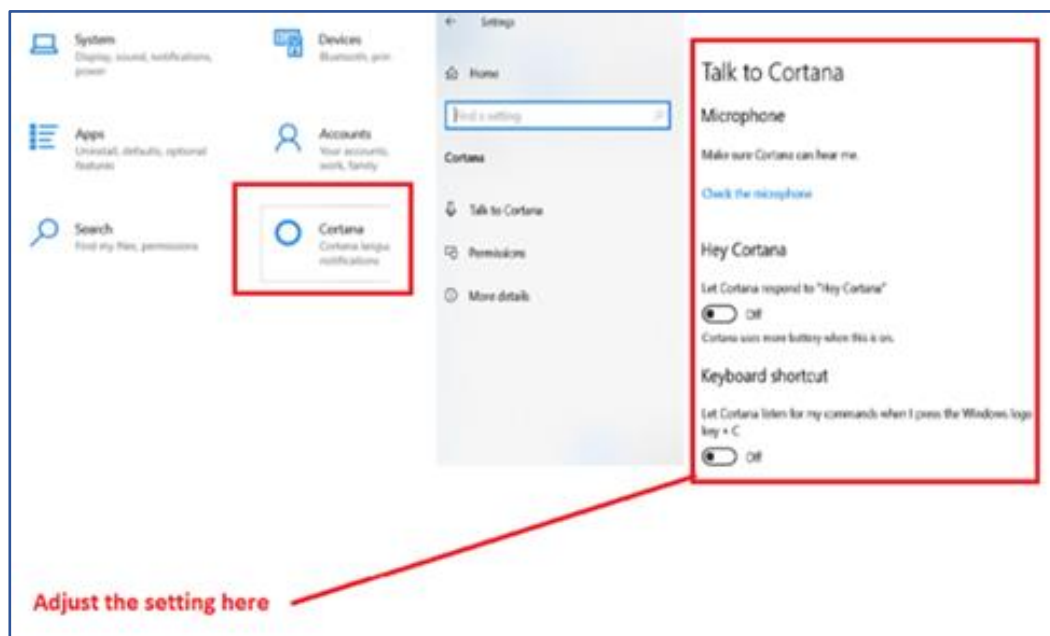
3. Zabi Fara.
4. Zabi Saituna.
5. Zabi Dama.

6. Zabi kayan aiki na kara girman sifa, sannan kunna inda ake kashe kayan aiki na kara girmar sifa.

## Aikon magana akan kwamfuta ta yau da kullun

Windows 10 yana da ginanniyar sarrafa murya don yawancin shahararrun fasalulluka na ciki har da Cortana, don sarrafa apps, fayiloli, manyan fayiloli da tsarin da kuma yin tambayoyi.

1. Danna maɓallin Fara.
2. Zabi Saituna.
3. Danna Cortana.



Hoto 43: Muryar Windows Cortana

## Wasu fasalolin samun dama

1. Umarnin Murya: An kirkira don mutanen da ke da nakasa su umarci na'urar ta dauki wani mataki.
2. Allon taɓawa: An tsara shi don mutanen da za su iya gani kuma za su iya amfani da hannayensu don kewayar tsakanin zaɓuɓɓukan da suke so.
3. Nuni Braille: Ana amfani da na'urar Braille mai kunna Bluetooth don sarrafa na'urar dijital.
4. Umarnin karimci: Ana amfani da shi musamman don samun dama ga takamaiman fasali, misali, samun dama

5. kyamarar wayar ko lambobin sadarwa ta hanyar yin takamaiman motsi akan firikwensin motsi wanda aka fi samu a saman wayar.
6. Mai karanta yatsan yatsa/Scanner: Ana amfani da shi don buɗe wayar ta hanyar firikwensin biometric a bayan wayar.

## Wasu fasalulluka masu isa ga na'urar hannu

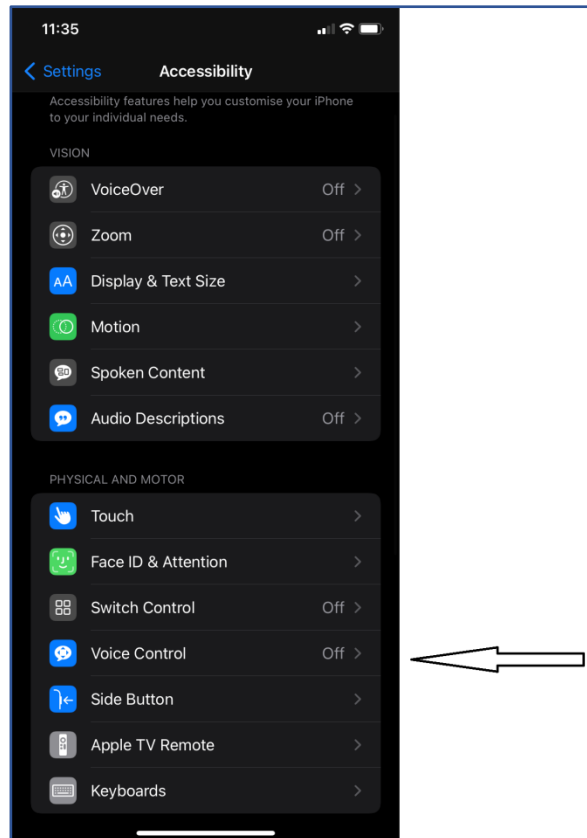
Akwai fasalulluka masu amfani ga masu amfani da na'urorin wayoyin hannu. Wasu daga cikin waɗannan suna da sauki kamar kara girman kalmomi don saukaka abubuwa ko yin umarni don saukake shigar da bayanai.

Wasu karin abubuwan haɓaka sun haɗa da:

- Amfani da muryar ku don sarrafa na'urar ku.
- Saka na'urarku ta karanta muku allo.
- Gargaɗi: Don Allah ayi hattara. Watakila ba za ku so a karanta sakonni ko imel da karfi a cikin jama'a ba.

## Don kunna sarrafa murya

1. Matsa app ɗin Saituna.
2. Matsa damar shiga
3. Matsa zaɓin samun muryar



Hoto 44: Yadda ake kunna sarrafa murya akan wayar hannu

## Yadda ake amfani da sarrafa murya

Kuna bukatar amfani da wasu kalmomi don sadarwa tare da wayar hannu idan kuna amfani da sarrafa murya. Wayoyin hannu daban-daban suna da umarnin kalmomi daban-daban. Waɗannan su ne:

- Salama'alaikum Siri, don masu iPhone da iPads
- Salama'alaikum Google, don wayoyin hannu na android, Chromebooks, da TV masu wayo
- Salama'alaikum Cortana, don samfuran Windows da Microsoft

Ga 'yan samfuri umarni da zaku iya amfani da su:

- Siri, ya yanayi yake a garin?
- Google, bude imel dina.
- Cortana, saita kararawa

## Ayyuka: Yin amfani da ayyukan isa ga na'urar dijital din ku

Akan na'urar ku, zaku:

- Kara girman rubutu.
- Kunna iya karatun allo/Mai ba da labari
- Daidaita hasken allo.

Bayan kun gama aikin kuyi tunani kuma kuyi rikodin aikinku.

Don aikin mara komai da samfurin tunani da fatan za a duba haɗe-haɗe.

Annex\_Ayyukan da samfurin tunani.docx.

The background is a solid dark blue. In the top-left corner, there are several overlapping, rounded rectangular shapes in shades of blue, ranging from a light cyan to a medium blue. In the bottom-right corner, there are white geometric shapes, including a circle and several elongated, rounded rectangles, some of which are partially cut off by the edge of the frame.

## **10. Amfani Da Kwamfutoci Da Wayoyin Komai Da Ruwanka Lafiya**



## Amfani da kwamfutoci da wayoyin komai da ruwanka lafiya

A cikin wannan darasi za ku koyi:

1. Yadda ake kiyaye na'ura da tsabta da bushewa da mahimmancin yin hakan.
2. Yadda ake kula da darasirin na'urar ku.
3. Yadda zaka kiyaye na'urarka daga sata da wuta.

### Muhimmancin tsaftace kayan aiki

Tsaftace na'urar dijital yana da mahimmanci ga lafiyar na'urar da ma lafiyar ku. Anan akwai wasu dalilan da yasa yana da kyau a kiyaye kayan aikin ku da tsafta kuma cikin tsari mai kyau.

### Kwamfutar tafi-da-gidanka da kwamfutocin tebur

Kwamfuta mai tsabta:

- Yana rage haɗarin kamuwa da cuta.
- Kura na iya lalata sassa na kwamfutarka.
- Kura na iya toshe fankar sanyayawa wanda hakan na iya sa na'urarku tayi zafi sosai.
- Datti a madannai na iya sa maballan su yi kasa da martani ko ya sa su manne.
- Tsaftataccen allo yana da sauƙin gani kuma yana rage raunin ido.

### Wayoyin hannu

Wayoyi masu tsabta suna da kyau saboda:

- Suna hana toshe kunne da abin maganar baki.
- Suna haɓaka ingancin tsafta akan lamarin lokacin da kuke waya
- Suna hana kura daga taruwa a cibiyar wayar kunne da tsarin caji

# Umarnin mataki zuwa mataki don kiyaye tsabtar na'urar dijital

A kasa akwai wasu hanyoyi don kula da kwamfutar tafi-da-gidanka, waya, da kwamfutar tebur.

## Kwamfutar tafi-da-gidanka da kwamfutar tebur

1. Cire hadin wuta idan aka samu cikakken caji.
2. Lokacin da kake tafiya, shirya kwamfutar tafi-da-gidanka lafiya cikin jakar kwamfutar tafi-da-gidanka.
3. Ajiye madadin bayanai a cikin kafofin watsa labarai na waje. Wannan yana nufin faifan diski na waje wanda ka bari a cikin amintaccen wuri ko amfani da zabubbukan madadin kan yanar gizo kamar OneDrive da Google Drive. Wannan zai hana damar asarar bayanai idan kwamfutar tafi-da-gidanka ta daina aiki ko ta lalace ko kuma aka sace.
4. Shigar da shirin riga-kafi na zamani don kare kwamfutar tafi-da-gidanka daga kwayoyin cuta.
5. Saita asusu da kalmar wucewa don hana shiga kwamfutar tafi-da-gidanka babu izini.
6. Rike kwamfutar tafi-da-gidanka da kyau don guje wa zafi. Ka guji tara takardu, littattafai da sauran abubuwa a kusa da kwamfutarka. Bada fanka ta numfasa.
7. Tsara fayilolinku cikin manyan fayiloli da manyan manyan fayiloli don saukin shiga.
8. Kura na da yuwuwar lalata kwamfutarka da sassanta. Yi amfani da laushi, tsaftataccen zane don goge duk sassan kwamfutarka akai-akai.
9. Rubuta wani wuri amintacce lambar serial na na'urarka idan ana yin sata don dalilai na ganewa cikin sauki don dalilai na 'yan sanda ko inshora.

## Waya

1. Yi amfani da kariyar allo.
2. Sayi akwatin waya don kiyaye ta daga bugun bazata.
3. Ka kiyaye wayar daga danshi.

4. Shafe wayarka akai-akai.
5. A kai a kai share Kwakwalwar ajiyar kwamfuta na fayiloli da manyan fayiloli marasa amfani. Share cache wayarka. Lokacin da apps ke gudana, kila su bar wasu fayiloli a baya daukar sararin kwakwalwar ajiya a wayarka.
6. Sabunta tsarin aiki akai-akai a cikin wayoyin hannu.
7. Da zarar darasirin wayar ya cika, cire haɗin ta daga wuta. Wannan yana hana lalacewar darasin wayar.
8. Don ajiyewa akan darasirin wayar da haɓaka aiki, rufe duk aikace-aikace bayan amfani. Guji buɗe apps da yawa a lokaci guda.
9. Kashe duk ayyukan da ba ku amfani da su. Misali, Wi-Fi, takaddun bango kai tsaye da bayanan wayar hannu. Wannan yana rage saurin amfani da darasi.
10. Kada ka bar wayar ka a cikin zafin rana na tsawon lokaci don za ta yi zafi sosai.
11. Kara katin SD na waje don kara sararin kwakwalwar ajiya da ke akwai. Wannan yana 'yantar da kwakwalwar ajiyar wayar, da kuma inganta aikin wayar.
12. Gano amintaccen wuri don adana wayarka lokacin da ba a amfani da ita.
13. Ana iya amfani da software na musamman don kulle wayarka a lokuta na sata.
14. Haɗa kawai zuwa amintattun Wi-Fi's.

## Cajin darasi da sarrafa haɗarin wuta

Kwamfutoci masu ɗaukuwa suna aiki ta amfani da darasi masu caji. Kada ka bar Cajin na'urarka ta kare gaba ɗaya, kuma kar a yi masa caji fiye da kima. Wannan zai kara rayuwar darasi.

Yawan caji darasiri fiye da kima na iya sa ya yi zafi sosai kuma ya kama da wuta.

Mafi kyawun lokacin fara caji shine a kashi 15% na darasir. Mafi kyawun matakin caji shine 40% -80%. Yi iya ƙoƙarinku don kula da caji a wannan matakin.

## Ayyuka: Sanin kanku da fasalulluka na tsaro na na'urar ku

Za ku:

- Nemo lambar IMEI na wayarka ko lambar serial na kwamfutar tafi-da-gidanka.
- A bincika idan kun sanya matakan tsaro don kiyaye kwamfutar tafi-da-gidanka ko wayarku

Bayan kun gama aikin kuyi tunani kuma kuyi rikodin aikinku. Yi rikodin tunanin ku akan:

- Yadda ake amfani da na'urorin ku lafiya.
- Yadda ake kula da na'urar ku

Don aikin mara komai da samfurin tunani da fatan za a duba haɗe-haɗe. Hade-haden\_Ayyukan da samfurin tunani.docx.



## **11. Kirkirar Asusu Da Kirkirar Kalmomin Shiga**



## Kirkirar asusu da kirkirar kalmomin shiga

Asusun mai amfani wuri ne na kan yanar gizo wanda ke adana bayanan mai amfani da sunan mai amfani ya gano kuma yana kiyaye shi ta kalmar sirri, misali, WhatsApp account, asusun Facebook, asusun Twitter, ko asusun jama'a.

Kalmar sirri ce haruffan da ake amfani da su don tabbatar da ainihin mai amfani yayin aikin tantancewa. Ana amfani da kalmomin shiga galibi tare da sunan mai amfani, ko tantance mai amfani (wani lokaci ana kiran ID mai amfani). An tsara su don a san su kawai ga mai amfani don haka ba da damar mai amfani, kuma ba wani, don samun damar yin amfani da takarda, na'ura, aikace-aikace, shiga yanar gizo, ko dandalin kafofin watsa labaru.

Sunan mai amfani/ID din mai amfani jerin haruffa ne waɗanda ke keɓance mai amfani akan tsarin kwamfuta, aikace-aikacen kwamfuta, gidan yanar gizo, ko dandamalin kafofin watsa labaru. Sauran kalmomin da ake amfani da su don ma'anar kalma iri ɗaya sune sunan shiga, sunan tambarin, sa hannu ko sa hannu akan suna

## Sakamakon da ake tsammani daga Kirkirar Asusu da kalmomin shiga

Idan kun gama wannan darasi, zaku sami:

- Ingantattun tsaro lokacin amfani da kwamfuta/na'urar hannu, aikace-aikace, ko rukunin yanar gizo.

## Kirkirar Asusu da kalmomin shiga

### Manufar Kalmar wucewa

Yayin shiga yanar gizo, mai amfani yana bukatar ID na mai amfani da kalmar sirri don hana mutane marasa izini shigar da bayananku da aka adana a na'urarsu. Irin waɗannan bayananku na iya haɗawa da cikakkun bayanai na asusun banki, asusun kwaleji, imel, asusun kafofin watsa labaru, asusun e-ɗan kasa da duk wani asusun da aka kirkira akan yanar gizo.

Don haka yana da mahimmanci a koyi yadda ake kirkirar amintattun kalmomin shiga da yadda ake sarrafa su don kare bayananku.

### Munanan ayyukan kalmar sirri

Kalmomin sirri suna da mahimmanci ga tsaron bayanai keɓaɓɓu. Yana da mahimmanci ka guji munanan ayyukan kalmar sirri kamar:

- Amfani da saukakan kalmomin shiga na tsari.
- Raba kalmomin shiga.
- Rubuta kalmomin shiga a wurare na zahiri waɗanda ke da sauƙin samu.
- Sake amfani da kalmar sirri iri ɗaya don wasu ko duk asusun ku.

Yana da mahimmanci don kirkirar kalmar sirri mai kyau, amma kuma don kiyaye kalmar sirri lafiy,. Karin software da ake kira Password Manager zai iya taimaka maka da wannan.

### Ayyuka: Kirkiri asusun kan yanar gizo

Don wannan aikin za ku:

- Buɗe asusun Google.
- Buɗe asusun Yahoo.

Bayan kun gama aikin kuyi tunani kuma kuyi rikodin aikinku.

Don aikin mara komai da samfurin tunani da fatan za a duba haɗe-haɗe.  
Haɗe-haɗe\_Ayyukan da samfurin tunani.docx.

## Amfani da asusun kan yanar gizo: Ajin Google

Ajin Google yana haɗa kayan aikin Google da yawa don tallafawa koyo ga malamai da ɗalibai. Wannan yana bawa malamai damar saita ayyuka, samun aikin da ɗalibai suka gabatar, don yin alama, da dawo da takaddun kima akan yanar gizo.

Azuzuwan sun yi amfani da sabis na google da yawa da suka haɗa da Google Docs, Google Sheets, Google Slides, Kalanda, da Gmail. Aji kuma ana iya karawa da Google Hangouts ko Haɗuwa don taron bidiyo.

Ajin Google kyauta ne don amfani.

## Ayyukan Aji na Google

Malami na iya saita ayyuka ta hanyar loda takaddun aikin. Wannan kuma na iya haɗawa da karin bayani da wurin da ɗalibai za su yi aikin.

Wani ɗalibi zai karɓi imel yana sanar da su cewa aiki yana jira. Dalibin zai kammala aikin kuma ya kunna aikin don a yiwa malami alama.

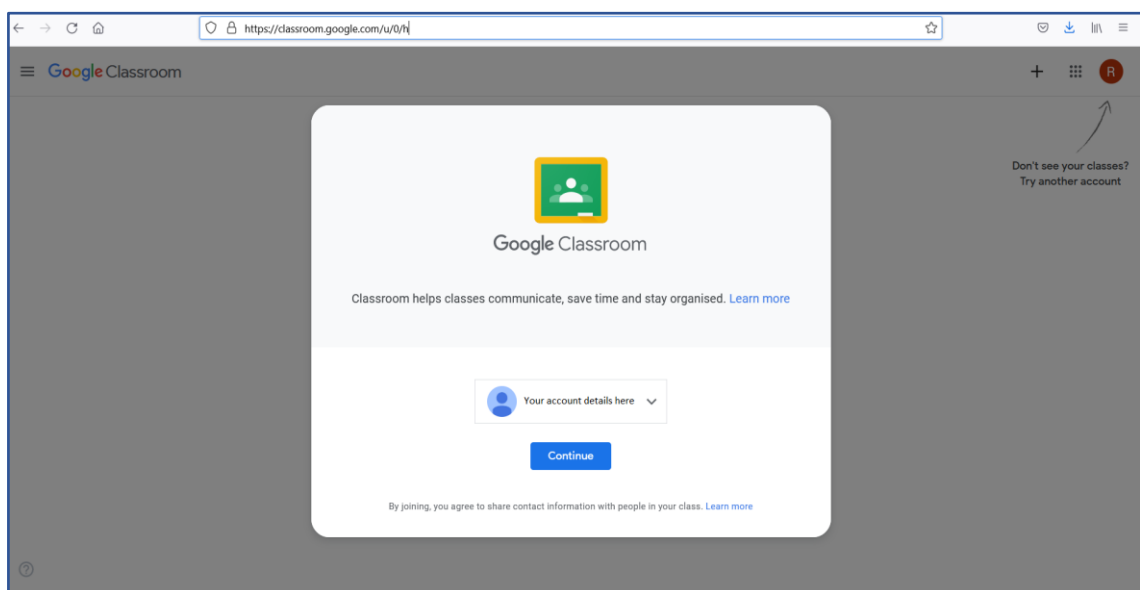
Akwai karin kayan aikin malamai waɗanda zasu iya taimakawa tare da yin sanarwa ga aji duka, adana kayan koyo akan yanar gizo, da kuma bincika cewa ayyukan na asali ne kuma ba a kwafa daga wasu ɗalibai ko wasu tushe ba.

Don karin bayani duba Google Classrooms

## Yadda ake amfani da shiga cikin Aji idan kai dalibi ne

Don amfani da Google Classroom dauki mata kai masu zuwa:

1. Kewayar zuwa Google Classrooms (<https://classroom.google.com/u/0/h>)
  2. Shiga kan kwamfutarka ko na'urar tafi da gidanka kuma shiga cikin darasi.
- Tabbatar kun shiga tare da madaidaicin asusu misali, asusun makarantarku ko kwaleji, kuma ba asusun sirri ba.



Hoto 45: Shiga Ajujuwan Google

1. Hakanan akwai wasu mahadai waɗanda zaku iya shiga cikin aji:
  - Mahadai Aji. Malamin ku ya aiko muku da hanyar haɗi a cikin imel.
  - Lambar Aji. Malamin ku yana aika ko gaya muku lambar aji.
  - Gayyatar imel. Malamin ku ya aiko muku da gayyatar
2. Bayan kun shiga aji akan na'ura ɗaya, kuna shiga cikin wannan aji ne don duk na'urori

## Yadda ake kammala aikin tambayoyi

Shiga [classroom.google.com](https://classroom.google.com).

Danna Aikin Aji.

Danna Duba aikin.

Danna fom kuma ku amsa tambayoyin.

Danna Submit.

Idan aikin fom ne kawai, matsayin aikin yana canzawa zuwa Kunnawa (watau kammala).

Idan akwai karin aikin, danna buɗe assignment don samun dama ga sauran aikin.

Gwada bincika azuzuwa, Fom da sauran Google da sauran albarkatun koyo akan yanar gizo. Daya daga cikin hanyoyin gida don sabawa da kwarin gwiwa akan yanar gizo shine bincika. Amma tuna, bincika lafiya.



## **12. Gabatarwa Zuwa Intanet Da Yanar Gizo Na Duniya**



## Gabatarwa zuwa Yanar gizo da Yanar Gizon na Duniya

Yanar gizo hanyar sadarwa ce ta duniya wacce ke ba da damar sadarwa da raba albarkatu a duk faɗin duniya.

Yanar Gizo na Duniya, wanda kuma aka sani da gidan yanar gizo, tsari ne wanda ya kunshi albarkatun da ake shiga ta hanyar yanar gizo. Gidan yanar gizo na duniya yana amfani da shafukan yanar gizo don kirkirar wurare masu kama da yanar gizo a inda ake adana bidiyo, fayiloli, hotuna, da sauran albarkatun dijital don ku iya dubawa, adanawa da dawo da su.

Wi-Fi fasaha ce mara igiyar waya wacce ke ba da damar na'urorin lantarki tare da adaftar mara waya kamar kwamfutar tafi-da-gidanka, wayoyin hannu, talabijin, da kwamfutar hannu don haɗawa da yanar gizo.

## Sakamakon koyo da ake tsammani daga wannan darasi

A karshen wannan darasi, za ku fahimci waɗannan kalmomi kuma ku sami damar amsa tambayoyi masu zuwa:

- Menene yanar gizo, menene Wi-Fi?
- Me ya sa waɗannan suke da muhimmanci?
  - Yadda ake haɗa Yanar gizo.
  - Hada yanar gizo na kan wayar hannu.
  - Wi-Fi.

- Haɗin Hardwire.
- Amfani da mashigin yanar gizo.

## Muhimmancin shiga Yanar gizo

Samun shiga intanit abu ne mai karfi. Tare da haɗin Yanar gizo zuwa sauran duniya zaku iya sadarwa tare da abokai da dangi, neman aiki, koyan sabbin kwarewa, ko samun kasuwancin ku akan yanar gizo kuma ku taimaka masa yayi nasara.

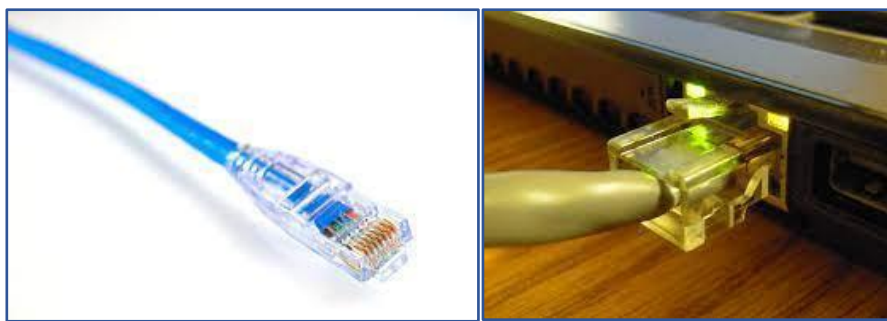
Intanit yana ba ku damar samun bayanai game da kusan kowane darasi, da kuma ingantaccen sadarwa da haɗin gwiwa tare da sauran mutane a duk faɗin duniya. Waɗannan mutane na iya zama kwastomomi ko ɗalibai ko malamai ko abokai da dangi ko ma wakilan kamfani ko sashen gwamnati.

## Amfani da igiyoyi don hadin yanar gizo

Mafi tsufa, kuma har yanzu hanya ce ta gama gari don haɗa yanar gizo, tana tare da wayoyi na zahiri. Ana kiran wannan wani lokaci haɗin waya.

Yawancin lokaci ita ce hanya mafi sauƙi don haɗawa yayin da kebul yana toshe cikin na'urarka da wata na'urar da ke ba da yanar gizo ga gidanka ko makaranta ko ofishinka, wanda aka sani da hanyar sadarwa, ko cibiyar sadarwa.

Kebul da haɗin kai sunyi kama da haka:



Hoto na 46: Kebul da haɗi

Wadannan na'urori suna buƙatar samun tashar ethernet inda kebul ɗin ke haɗa su da tushen yanar gizo (soket ɗin bango a cikin cafes na cyber, ofisoshi, gidaje da sauransu).

Akwai hanyoyi da yawa don haɗawa da intanet kamar ta wuraren hot spots, wi-fi da bugun kiran wayar hannu.

## Haɗa zuwa Yanar gizo ta hanyar Wi-Fi

Wi-Fi ko intanet mara waya yana ba ku damar shiga intanet ba tare da amfani da kowane bayanar wayar hannu a cikin shirin kiran ku ba.

Idan kana da hanyar sadarwa ta hanyar sadarwa a gida, makaranta ko wurin aiki to za ka iya haɗa wayar ka zuwa wannan siginar yanar gizo.

Don haɗa wayar ku zuwa Wi-Fi:

1. Matsa gunkin Saituna.
2. Matsa kan zaɓin hanyar sadarwa mara waya
3. Matsa gunkin Wi-Fi.



Hoto na 47: Alamar Wi-Fi

1. Zaɓi hanyar sadarwar Wi-Fi da kuke so kuma shigar da kalmar wucewa.  
Idan kalmar da aka haɗa ta bayyana karkashin sunan cibiyar sadarwar to an haɗa ku da Wi-Fi.  
b. Wi-Fi a wuraren jama'a kamar ɗakin karatu, cafes da otal na iya bukatar kalmar sirri. Wasu bazai iya ba. Yawancinsu suna bari kyauta don amfani, ko kyauta don abokan ciniki su yi amfani da su.

## Ayyuka: Haɗi zuwa Yanar gizo

Gwada ayyuka masu zuwa

- Haɗa zuwa wurin Wi-Fi hotspot (wuri mai isa ga jama'a inda zaku iya haɗawa da intanet)
  - Kunna Wi-Fi akan kwamfutar tafi-da-gidanka/wayar ku/ kwamfutar hannu.
  - Duba/sakewa ga kowace cibiyoyin sadarwa mara waya (jerin hanyoyin sadarwar mara waya ana nuna su ta atomatik lokacin da kuka kunna Wi-Fi).
  - Danna kan hanyar sadarwar mara waya da kake son haɗawa da ita.
  - Shigar da kalmar sirri daidai kuma danna kan haɗi. idan kalmar sirri ta Wi-Fi daidai ne, yakamata a haɗa na'urarka cikin minti ɗaya.

Bayan kun gama aikin kuyi tunani kuma kuyi rikodin aikinku.

Don aikin mara komai da samfurin tunani da fatan za a duba haɗe-haɗe.

Hade-hade\_Ayyukan da samfurin tunani.docx.

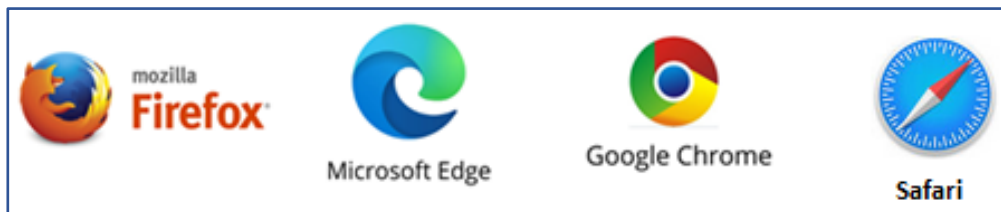


## Amfani da manhajan yanar gizo

Mai binciken gidan yanar gizo wani nau'in software ne na aikace-aikacen da ke ba ka damar samun damar albarkatu da gidajen yanar gizo a cikin gidan yanar gizo na duniya.

Akwai misalai da yawa na masu binciken gidan yanar gizo.

Abubuwan da aka fi amfani dasu sune Google Chrome, Mozilla Firefox, Apple Safari da Microsoft Edge.



Hoto na 48: Wasu shahararrun mashahuran yanar gizo

Duk waɗannan masu binciken suna aiki ta hanyoyi masu kama da juna kuma suna da iko iri ɗaya. Idan za ku iya amfani da nau'in burauzar gidan yanar gizo guda ɗaya to za ku iya amfani da waɗannan kwarewar ga sauran masu binciken.

## Adireshin Yanar Gizo, ko Mai gano albarkatun kayan masarufi

Masu amfani suna nemo, ko gano, shafukan yanar gizo akan yanar gizo ta amfani da adireshin gidan yanar gizon da ke ɗauke da Mai Neman Albarkatun kayan masarufi

Wasu sanannun hanyoyin gano masarufi sune:

- <https://facebook.com/>na Facebook da
- <https://www.youtube.com/>na YouTube.

Don samun dama ga ɗaya daga cikin hanyoyin gano masarufi masu zuwa:

- Tabbatar cewa an haɗa ku zuwa yanar gizo (ko dai ta USB, bayanar wayar hannu, ko Wi-Fi).
- Buɗe mai binciken gidan yanar gizo kamar mai binciken gidan yanar gizo na Google Chrome daga wayarku/kwamfuta.
- Danna hanyar gano masarufin akan mashin adireshi akan burauzar gidan yanar gizo kamar yadda aka nuna a kasa.

## Fahimtar hanyar gano masarufin- adireshin gidan yanar gizon

Akwai sassa uku na asali na hanyar gano masarufin da yakamata ku fahimta. Wadannan ka'idodin, sunan yankin da hanya.



Hoto 49: Daban-daban na adireshin gidan yanar gizo

Ka'idar tana gaya wa mai binciken yadda ake sadarwa tare da uwar garken gidan yanar gizon, don aikawa da dawo da bayanai. Shi ne abin da ke ba URL damar yin aiki da farko.

https ko ka'idar canja wurin masarufin kan yanar gizo (HTTPS) shine mafi mahimmancin bangaren hanyar gano masarufin.

Sunan yanki shine mai gano takamaiman gidan yanar gizo wanda ke kawo ɗaya kai tsaye zuwa shafin gida. Sunan yanki ne wanda ya kunshi kananan sassa biyu - sunan gidan yanar gizon da ake tambaya da babban yanki.

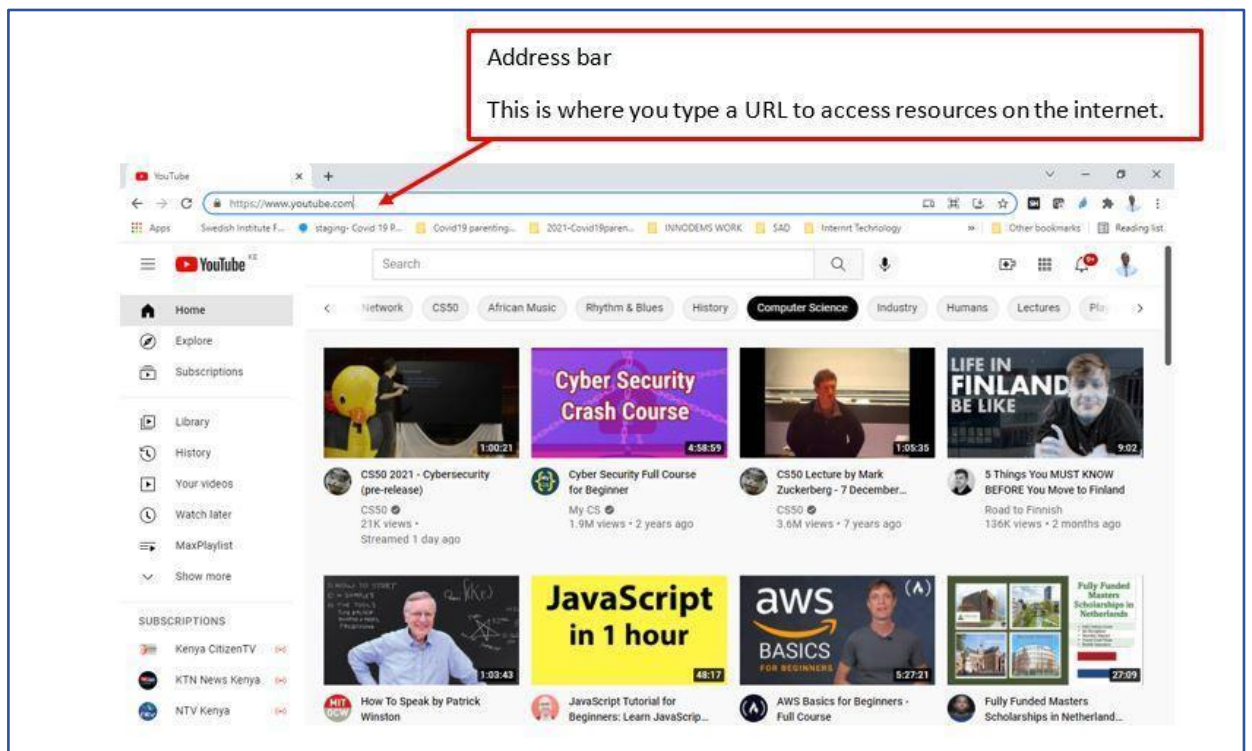
Mu dauki [www.google.com](http://www.google.com) a matsayin misali:

- Sunan gidan yanar gizon shine google.
- Babban matakin yanki shine .com.

Hanyar wani karin yanki ne na adireshin da ke nuna takamaiman hanya ko shafi akan gidan yanar gizon.

Idan muka dauki <https://mail.google.com/gmail> a matsayin misali:

- ka'idar ita ce [https](https://), amintacciyar yarjejeniya
- Yankin shine google.
- Hanyar ita ce /Gmail.

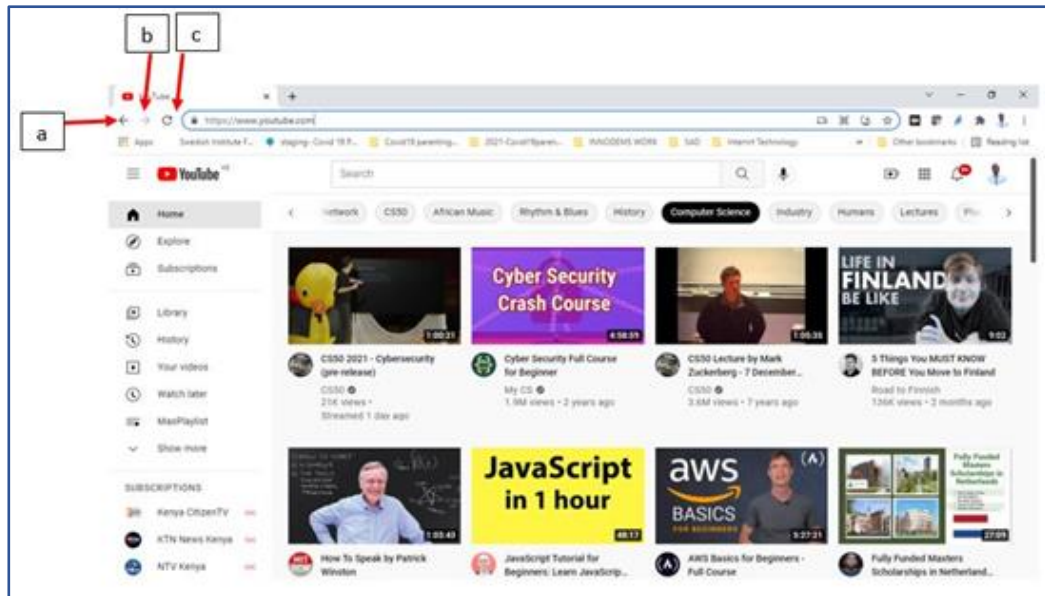


Hoto na 50: Mashigin adiresi a cikin mashigin yanar gizo na yau da kullun

## Maballan kewayawa a cikin Google Chrome

Mai binciken gidan yanar gizon Google Chrome yana da mahimman maballan kewayawa masu zuwa:

- a. Maɓallin Baya - Wannan maɓallin yana kewayawa baya ta shafukan da aka buɗe kwanan nan.
- b. Maɓallin Gaba - Wannan maɓallin yana kewayawa ta hanyar shafukan da aka shiga kwanan nan.
- c. Maɓallin Wartsakewa - Wannan maɓallin yana sake loda shafi. Yana da amfani misali, lokacin da shafin bai yi lodi daidai ba, yana taimakawa wajen sake loda shafi daidai.

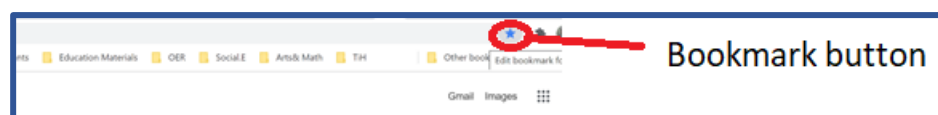


Hoto na 51: Google Chrome, mai binciken gidan yanar gizo na yau da kullun da maɓallin kewayawa na asali

## Alamomi da tarihi

Kuna iya ajiye shafukan da kuka fi so a cikin mai binciken gidan yanar gizo domin ku iya dubawa/koma musu daga baya. Wannan yayi kama da saka alamar shafi a cikin littafi ta yadda zaka iya dauka daga inda ka tsaya karantawa cikin sauƙi. Ana kiran wannan alamar shafi.

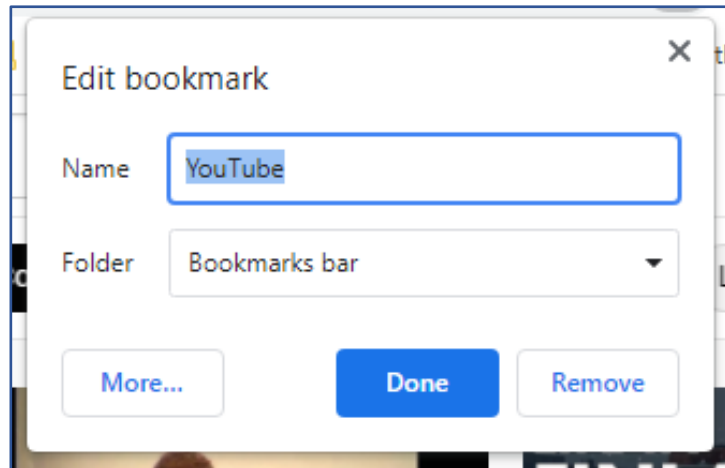
Don kirkirar alamar shafi, fara da danna tauraro a gefen dama na adireshin.



Hoto na 52: Alamar alamar shafi akan mashigin adireshi na mai binciken gidan yanar gizo

- Zaɓi zaɓin Kara alamar shafi daga jerin zaɓuka.

- Ba alamar ku suna.
- Daga babban fayil zaɓi alamomin shafi kamar yadda aka nuna a kasa.
- Danna kan yi.
- Yanzu an kara alamar ku kuma yana samuwa a kasan alamar adireshin. Kuna buɗe alamar ku danna gamawa.

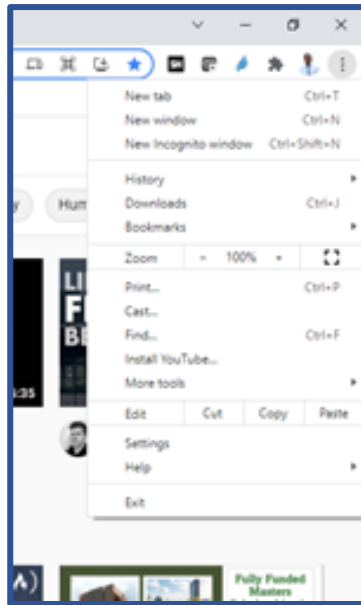


Hoto 53: Gyara suna akan alamar shafi

Yayin amfani da burauzar gidan yanar gizo, duk shafin da ka ziyarta mai lilo yana adana shi a cikin tarihi. Wannan yana ba ku damar komawa shafin da aka duba kwanan nan, ta hanya mai kama da alamomi.

Don duba tarihin ku akan burauzar ku:

- Idan maballan baya da na gaba suna aiki, danna ka riƙe linzamin kwamfuta akan kowannensu kuma zaɓi Duba cikakken tarihi, ko
- Danna ɗigo uku a saman dama na mai binciken kuma zaɓi tarihi.



## 14. **Dakkowa/Ajiye Fayil**

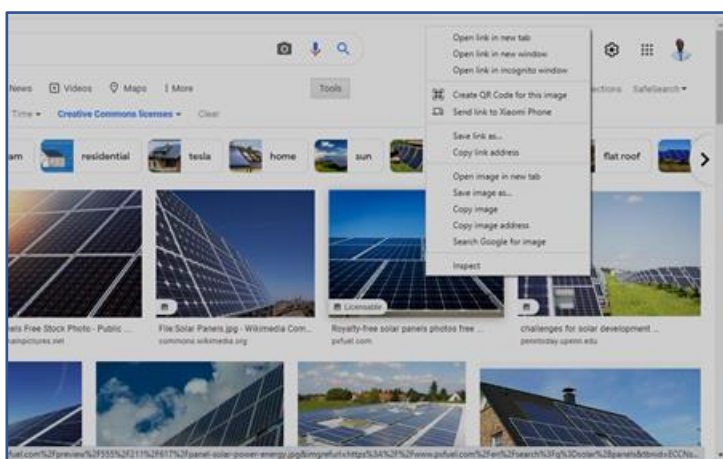


## Daukowa/ajiye fayil

Dauko fayil yana nufin adana kwafin albarkatun da aka samo akan yanar gizo zuwa wayar hannu ko kwamfutarku. Wadannan na iya zama takardu, hotuna, bidiyo, apps ko shirye-shirye. Masu binciken gidan yanar gizo suna iya daukar yawancin ayyukan zazzagewa. Idan kana da hanya mai wahala ko babba don saukewa za ka iya bukatar karin software da ake kira Download Manager.

## Yadda za'a dauko hoto

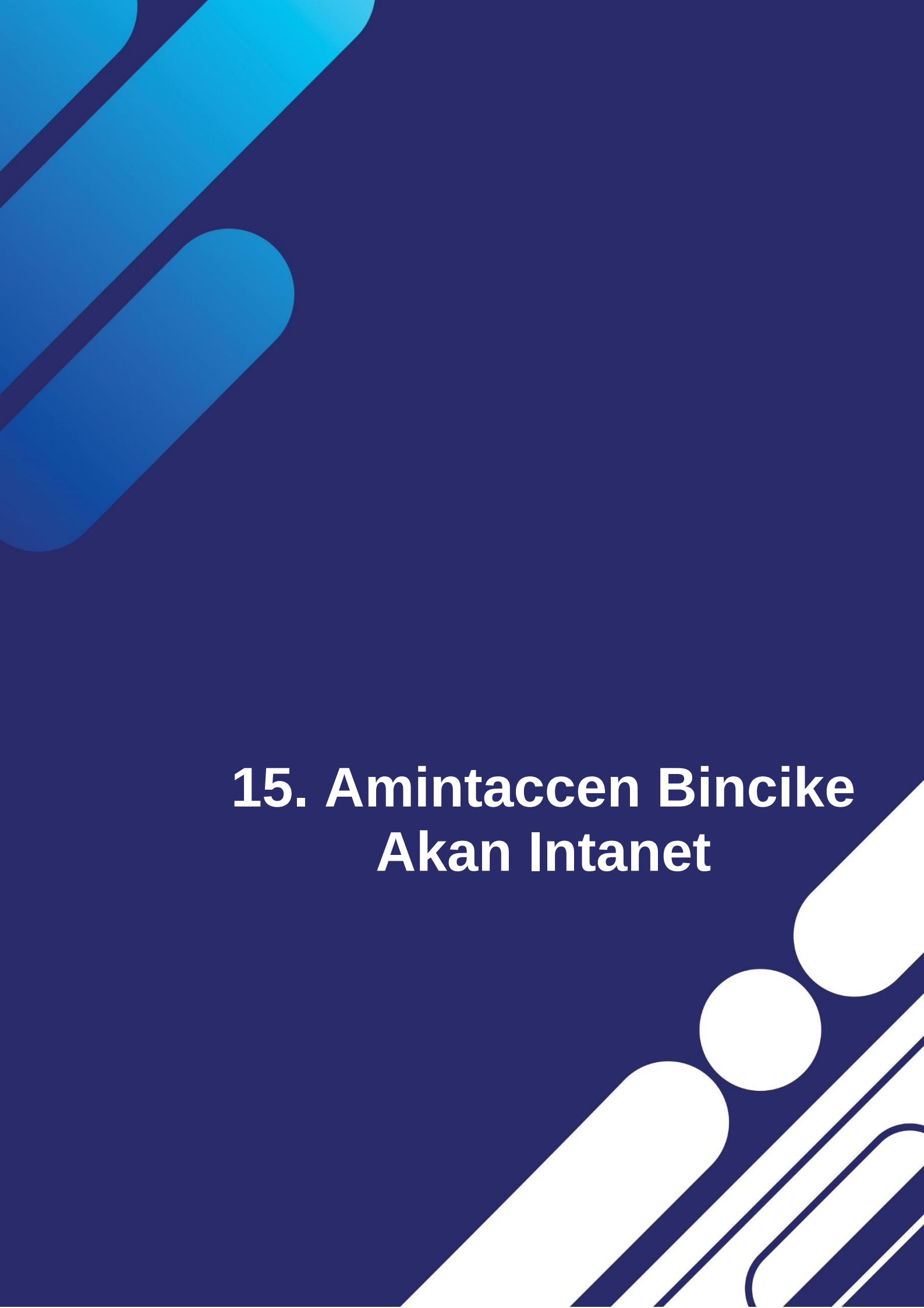
- Ta hannun dama danna hoton kuma zabi Ajiye Hoto asaman
- Danna Ok.



Hoto na 55: Dama danna hoto don zazzage hoton

## Mata kai don zazzage daftarin aiki

1. Bude don duba takaddar.
2. Idan fayil din PDF ne, a saman kusurwar dama na taga, nemo kibiyar kasa kuma danna kan shi.
3. Daftarin aiki zai sauke zuwa kwamfutarka.
4. Lura: A wayoyin hannu, da zarar ka danna hanyar haɗin yanar gizo tare da takaddar pdf, ana sauke fayilolin zuwa na'urarka ta atomatik.



## **15. Amintaccen Bincike Akan Intanet**



## Amintaccen bincike akan Yanar gizo

Samun kan yanar gizo lafiya zai iya ba ku damar samun bayanai, haɗin kai da damar tattalin arziki. Idan kuna aiwatar da ayyukan kan yanar gizo marasa tsaro ko kuna da na'urorin dijital marasa tsaro za ku iya buɗe kanku ga haɗari akan intanit. Yayin da kake hawan yanar gizo ba tare da laifi ba, kila ba za ka iya gane cewa kana iya ɗaukar kayan leken asiri, zazzage malware, ko ma ziyartar rukunin yanar gizo na yaudara ba. Ba dole ba ne ku ji tsoron kowane dannawa da aka yi akan intanit, amma akwai wasu mata kai masu sauki da ya kamata ku ɗauka don kasancewa cikin tsaro yayin da kuke nema.

### Ci gaba da sabunta burauzar ku

Sabbin nau'ikan abun ciki na kan yanar gizo waɗanda zasu iya shiga da lalata kwamfutarka ana kaddamar da su koyaushe. Kuna iya taimakawa don kiyaye kwamfutarka ta hanyar sabunta burauzar ku. Ana yin wannan ta hanyar:

- Amfani da sabuwar sigar burauzar ku.
- Shigar da duk sabuntawar kwanannan

## Duba yanki da mai gano albarkatun kayan masarufi

Shafukan keta galibi suna amfani da wuraren yaudara don yaudarar masu amfani su yarda cewa suna kan halattaccen shafi. Gidan yanar gizon mugunta shine duk gidan yanar gizon da aka kera don haifar da lahani. Waɗannan su ne wasu halaye na yau da kullun ga yawancin gidajen yanar gizo masu lalata.

- Gidan yanar gizon yana tambayar ku don zazzage software, adana fayil, ko gudanar da shiri
- Gidan yanar gizon yana gaya muku cewa na'urarku ta kamu da malware ko kuma kari na burauzan ku ko software sun kare.
- Gidan yanar gizon yana bayyana cewa kun sami kyauta kuma yana bukatar keɓaɓɓen bayanai a kan ku don samun sa.
- Ziyartar gidan yanar gizon yana kaddamar da taga zazzagewa ta atomatik.
- Ana tambayarka don dauko daftari ko rasis, kamar fayil din PDF, .zip ko .rar, ko fayil mai aiwatarwa ko fayil din .scr hoton da aka sa kana kallo.

## Yi hankali da software na kyauta

Ire-iren software na yau da kullun sun haɗa da bayanan tebur, hotunan kyauta, emoticons, wasannin kwamfuta, da sauransu. Sakamakon shigar da shirye-shirye marasa tabbaci da marasa amana na iya kamawa daga karamin bacin rai zuwa asarar kuɗi. Irin wannan software na iya zama magudana a kan tsarin kwamfutarka da albarkatun ku. Dauki matakan da suka dace lokacin neman sabbin software kuma ku guji tayin kyauta.

## Yi hankali da raba fayil-daga wurinka zuwa wani

Rarraba fayil din ya ɗan bambanta da yadda aka saba zazzage fayil daga tushen yanar gizo. A cikin rabawa abokan-zuwa-tsari, ana amfani da shiri na musamman

maimakon burauzar gidan yanar gizon ku. Wannan shiri na musamman yana neman kwamfutoci akan yanar gizo waɗanda ke da fayil dɪn da kuke so. Waɗannan kwamfutoci, kwamfutoci ne na yau da kullun irin naku. Ana kiransu takwarorinsu.

Shirye-shiryen raba fayil na tsara da tsara kamar BitTorrent da LimeWire an san su da kunshin malware, adware, da abubuwan zazzagewa na haram. Yi hankali lokacin zazzagewa da rabawa daga rukunin yanar gizo-zuwa-tsara.

Idan ba ku da madadin amfani da irin waɗannan rukunin yanar gizon, ya kamata ku ɗauki matakan tsaro masu zuwa:

- Yi amfani da masu hana buguwa
- Share cache a kwamfutarka akai-akai.
- Kunna maballin "Bana son a bibiye ni" lokacin lilon intanet

## Tabbatar da amintattun shafuka

Daya daga cikin mafi sauƙin hanyoyin malware, kayan leken asiri, da adware zasu iya shiga kwamfutarka shine ta hanyar zazzagewa don haka kawai zazzagewa daga ingantattun rukunin yanar gizon da kuka amince da su. Anan akwai wasu mataakai masu sauƙi don taimakawa kare ku daga gidan yanar gizo mara tsaro:

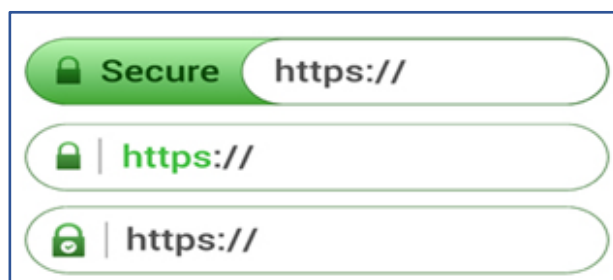
- Kada a taɓa danna hanyar haɗin yanar gizo da aka saka a cikin imel. Ko da an aiko da shi daga wani da kuka amince da shi, koyaushe rubuta hanyar haɗin yanar gizo a cikin burauzar ku
- Yi amfani da hankalin ku. Shin gidan yanar gizon baƙon abu ne agareku? Yana neman ku bayyana sirri masu mahimmanci? Idan ya kama da rashin lafiya, kar a ɗauki kasadar.

- Gidan yanar gizon yana lissafin bayanar tuntuɓa ko wasu alamun kasancewar duniya ta gaske? Idan ba ku sani ba to ku tuntuɓe su ta waya ko imel don tabbatar da ko na gaske ne.
- Karanta mai gano albarkun kayan masarufi dɪn a hankali. Idan wannan gidan yanar gizon da kuke yawan ziyarta, an rubuta Mai gano albarkun kayan masarufi dɪn daidai? Masu aikata laifuka na kan yanar gizo galibi suna kafa gidajen yanar gizo kusan iri ɗaya da rubutun rukunin yanar gizon da kuke kofarin ziyarta. Wani kuskuren na iya haifar da ku zuwa shigar yanar gizo na yaudara.
- Shin gidan yanar gizon yana ba ku samfur ko sabis akan farashin da ba a taba ji ba? Ko wataƙila suna yi muku alƙawarin samun babban koma bayani kan saka hannun jari? Idan tayin yayi kyau sosai ya zama gaskiya, amince da illolin su. Yi wasu bincike don nemo bita ko gargadi daga wasu masu amfani.
- Duba kadarorin kowane mahadi. Danna dama na hanyar haɗin yanar gizo kuma zaɓi "Properties" zai bayyana ainihin wurin haɗin yanar gizon. Ya bambanta da abin da ta ce ya kai ku?

## Amintattun Yanar Gizo

SSL tana nufin amintaccen hanyar soke. SSL tana kiyaye haɗin Yanar gizo amintacce kuma yana hana masu laifi karantawa ko gyara bayanar da aka canjawa wuri tsakanin tsarin kwamfuta guda biyu. Alamar maballi kusa da URL a madaidaicin adreshin yana nufin SSL tana kare gidan yanar gizon da kuke ziyarta.

TLS (sadar da sakonni cikin tsaro) sabuntawa ne, mafi tsaro, sigar SSL. Yana aiki daidai da SSL, ta amfani da boyayyen boye don kare canja wurin bayanai da bayanai.



Hoto na 56: Alamar kullewa tana nufin gidan yanar gizon ya fi tsaro

## Ayyuka: Yin amfani da yanar gizo don bincika bayanai da takardu

- Yi tunani game da wani abu mai mahimmanci a gare ku a yanzu ko yana da sha'awa. Wannan na iya zama adreshin zahiri na ofishin karamar hukuma, farashin siyar da kayan abinci na gida da kuke sha'awar siya, koma ki daga wasan kwallon kafa.
- Zabi injin binciken da kuka zaɓa akan na'urar da kuka zaɓa.
- Nemo takaddun, ko takamaiman bayani. Binciken ku zai samar da sakamako da yawa. Wasu daga cikin waɗannan sakamakon suna da amfani wasu kuma ba su da amfani. Kuna bukatar tunanin waɗanne takardu ko bayanai ne waɗanda kuke so.

Bayan kun gama aikin kuyi tunani kuma kuyi rikodin aikinku.

Don aikin mara komai da samfurin tunani da fatan za a duba haɗe-haɗe.  
Haɗe-haɗen\_Ayyuka da samfurin tunani.docx



# **16. Tsayawa Kan Yanar Gizo Cikin Tsaro Da Kariya**



# Tsayawa kan yanar gizo cikin tsaro da Kariya

Wannan darasi kan tsaro na yanar gizo yana ba da bayani kan yadda ake tabbatar da sirri, tsaron bayanai, da yadda ake kiyaye tsaro akan yanar gizo da yanar gizo tare da na'urar dijital din ku.

## Sakamakon da ake tsammani daga tsarin tsaro na yanar gizo

Bayan kammala wannan darasi, za ku iya:

- Sanya kebabun bayaninku da tsaron sadarwarku
- Gano da warware matsalolin tsaro masu sauƙi
- Gwada tsaron rukunin yanar gizon da ke buƙatar bayanan sirri kafin amfani

## Menene tsaro a yanar gizo?

Tsaro a Yanar gizo shine aikace-aikacen fasaha da mataƙai da sarrafawa don kare tsarin kwamfuta da cibiyoyin sadarwa da shirye-shirye da na'urori da bayanai daga hare-hare. Hare-haren na dijital ana kiransu da cyber-attacks.

Tsaro a Yanar gizo yana nufin rage haɗari da tsananin hare-haren yanar gizo, da kuma kariya daga cin gajiyar tsarin, na'urori, cibiyoyin sadarwa da fasaha marar izini. Hakanan yana nufin al'adar kiyaye na'urorin lantarki da bayanan sirri daga shiga ko hari mara izini.

Tsaron Yanar gizo ya haɗa da mulkin yanar gizo da laifuffukan yanar gizo da kariyar bayanai da hukunci da alamun kasuwanci da haƙƙin mallaka da na hankali

# Sharuɗɗan da ake amfani da su a cikin Tsaron

## Yanar gizo

Anan akwai wasu ma'anar kalmomin da zaku ci karo da su a cikin wannan jagorar da kuma cikin tattaunawa ko littattafan karatu game da tsaro na yanar gizo.

Tsaron hanyar sadarwa al'ada ce ta kare hanyar sadarwar kwamfuta daga masu kutse, ko ta hanyar maharan da aka yi niyya ko kuma malware ko Virus.

Tsaron aikace-aikacen yana mai da hankali kan kiyaye software da na'urori ba tare da barazana ba. Aikace-aikacen da aka yi sulhu zai iya ba da dama ga bayanai da aka tsara shi don karewa. Tsaro mai nasara yana farawa a matakin kira, da kyau kafin a tura wani shiri ko na'ura.

Tsaron bayanai yana kare mutunci da kebabben bayanai, duka a cikin ma'adana da na wucewa.

Tsaron aiki ya haɗa da mata kai da yanke shawara don sarrafawa da kare kadarorin bayanai kamar izinin masu amfani da su lokacin shiga hanyar sadarwa da hanyoyin da ke kayyadad da yadda za a adana bayanai da kuma inda za a iya adana su.

Farfado da ci gaba da kasuwanci suna bayyana yadda kungiya ke mayar da martani ga lamarin tsaro ta yanar gizo ko duk wani abin da ya haifar da asarar ayyuka ko bayanai. Kungiyar ta yi amfani da manufofin dawo da bala'i don bayyana yadda take maido da ayyukanta da bayananta don komawa ga iya aiki iri daya kamar kafin taron.

Ilimantar da masu amfani daga karshe ya yi bayani game da taka tsantsan da ya kamata mutane su yi don guje wa shigar da kwayar cuta cikin haɗari ta hanyar bin kyawawan ayyukan tsaro. Suna koya wa masu amfani don share abubuwan da aka makala na imel, kar su toshe cikin na'urorin USB da ba a tantance ba, da wasu muhimman darussa daban-daban masu mahimmanci don tsaron kowace kungiya.

# Nau'o'in Bayanai Kebabbu Da Ake kaiwa haren-hareb a Yanar gizo

Bayanan sirri duk wani bayani ne wanda ke da alaƙa da wani mutum ko halitta da aka gano ko wanda za a iya gane shi. Ana iya gane mutum idan ana iya gane shi kai tsaye ko a kaikaice - alal misali, ta hanyar nuni ga mai ganowa kamar suna, lambar tantancewa, bayanan wurin, mai gano kan yanar gizo ko ɗaya daga cikin halaye na musamman (na jiki, ilimin halittar jiki, kwayoyin halitta, tunani). kasuwanci, al'adu ko zamantakewa).

Misalai sun haɗa da lambar katin shaida, lambar fasfo ko lambar tsaro. Sauran misalan bayanan sirri sun haɗa da lambar tarho, katin kiredit ko lambar ma'aikata a wurin aiki, bayanan asusu, farantin lambar mota, bayyanar mutum, lambar abokin ciniki ko adireshin.

## Sakamakon rashin tsare bayanai kebabun baya nai

Yawancin masu amfani da yanar gizo ba su san barazanar sirrin kan yanar gizo ba da kuma haɗarin da ke tattare da samun bayanan sirri akan yanar gizo. Ga wasu sakamakon barazanar kan yanar gizo ga bayanan sirri:

### Asarar Kudɓi

Tasirin kudɓi daga keta haddi na bayanai ba shakka yana ɗaya daga cikin mafi gaggawar sakamako mai tsanani da kungiyoyi ko ɗaiɗaikun mutane ke tinkara a laifuffukan yanar gizo.

### Lalacewar mutunci

Labarai suna tafiya cikin sauri kuma kungiyoyi da ɗaiɗaikun mutane na iya samun kansu a tsakiyar labaran duniya cikin sa'o'i kaɗan bayan karya ko bayyanawa. Wannan mummunan latsawa haɗe da asarar amana na iya haifar da lahani maras misaltuwa ga abin da aka keta ko mutumin da ake tambaya.

## Cikas a wajen aiki

Kasuwanci ko ayyuka na sirri galibi za su lalace sosai a sakamakon keta bayanai. Kungiya ko daidai mutane za su bukaci daukar ketare tare da gudanar da cikakken bincike kan yadda ya faru da kuma irin tsarin da aka shiga. Kungiyar na iya bukatar a rufe gaba daya har sai masu bincike sun sami duk amsoshin da suke bukata kuma wannan tsari ne wanda zai iya daukar kwanaki, har ma da makonni, ya danganta da tsananin cin zarafi.

## Matakin doka

Karkashin ka'idodin kariyar bayanai, kungiyoyi ko mutane bisa doka suna daure su nuna cewa sun dauki duk matakan da suka dace don kare bayanai sirri. Idan wannan bayanai ya lalace, mutanen da abin ya shafa za su iya neman matakin shari'a don neman diyaa daga wanda ke da alhaki.

## Asarar muhimman bayanai

Bayanai halita suna da matuƙar mahimmanci ga masu aikata laifukan yanar gizo - fiye da ainihin bayanai katin kireƙi da adiresoshin imel. Wannan saboda masu laifi na iya amfani da wannan bayanai don haifar da mummunar lalacewa ga mutum. Karɓar da ke fallasa wannan bayanai na iya zama bala'i kuma ya wuce duk wani lalacewa na kuɗi da suna.

## Barazana ga keɓaɓɓen bayanai ku

### Cutar kan yanar gizo

Cutar kan yanar gizo manhaja ce mai cutarwa kamar kayan leken asiri ko kwayoyin cuta. Ana kunna shi lokacin da mai amfani ya danna hanyar haɗin yanar gizo mara kyau ko abin da aka makala, wanda ke haifar da shigar da software mai haɗari. Da zarar cutar ya kunnu, zai iya:

- Toshe damar zuwa mahimman abubuwan cibiyar sadarwa (fansar cuta)
- Sanya karin software mai cutarwa
- Samun bayanai a boye ta hanyar watsa bayanai daga rumbun kwamfutarka (cuta mai leken asiri)

- Rushe sassa daya, yana sa a kasa aiki da tsarin (Tubali)

Kuna iya hana harin cutar kan yanar gizo ta hanyar magana matakai masu zuwa:

- **Shigar da software mai kare cutar**
- **Ci gaba da sabunta software mai kare cutar.**
- **Ayi bincike din da aka tsara akai-akai tare da Software mai kare cutar.**
- **Ci gaba da ajiye na'urar ku a halin yau**
- **Kiyaye hanyar sadarwar ku.**
- **Guji buɗe hanyoyin haɗin yanar gizo ko zazzage abubuwan da aka makala daga tushen da ba a san su ba.**
- **Kiyaye Bayanai Kebabɓun Ka ta hanyar kulle duk saitunan sirrinka ta amintattun kalmomin shiga.**
- **Shigar da mataciya wanda ke hana munanan hare-hare ta hanyar toshe duk hanyar shiga ko daga hanyar sadarwar kwamfuta mara izini.**
- **Ajiye bayanan ku akai-akai kuma a gwada bayanan lokaci-lokaci don tabbatar da samun damar bayanan da aka adana.**

## Dabarun Hare-hare

Wannan yana nufin samun bayanan sirri ta hanyar yaudarar ku. Ana amfani da hare-haren phishing don samun bayanai kamar lambobin katin kiredit ko bayanan shiga banki ta hanyar yin kamar gidan yanar gizo ne mai daraja. Don hana dabarun dauki waɗannan matakai masu sauki:

- Tabbatar da tsaron gidan yanar gizon kafin shigar da bayanan sirri.
- Guji bin hanyoyin haɗin kai daga imel da sauran sakonni maimakon, ziyarci gidan yanar gizon da aka yi niyya ta hanyar buga adireshein da kanku a cikin burauzar ku.
- Kada ku ba da bayanan sirri akan yanar gizo sai dai idan kun tabbata zaku iya tabbatar da ainihin mai karɓa kuma amintattu ne.

## Habaka imel dɪn karya ko Mai gano albarkun kayan masurafi

Kamfanoni da daidaiƙun mutane galibi masu aikata laifuka ta yanar gizo suna kai hari ta hanyar imel da aka tsara don kama da sun fito daga halattaccen banki, hukumar gwamnati, ko wata kungiya. A cikin waɗannan imel dɪn, mai aikawa yana buƙatar masu karɓa su danna hanyar haɗin da ke kai su zuwa shafi inda za su tabbatar da bayanan sirri, bayanan asusun, da dai sauransu.

Wani lokaci ana kididdige sakon imel gaba ɗaya azaman hanyar haɗin gwiwa. Dannawar bazata ko da gangan a ko'ina a cikin imel zai buɗe shafin yanar gizon karya ko zazzage wasiƙun banza zuwa kwamfutarka. Guji hanyoyin haɗin kai zuwa imel musamman daga waɗanda ba a san su ba.

Waɗannan zasu iya taimaka maka gano idan imel na gaske ne ko na karya:

- Adiresheɗin Imel Na Mai Aikowa Yana Da Jigon Jama'a musamman na gwamnati ko wuraren kasuwancin misali:
  - bankofbaroda@gmail.com.
  - bankofbaroda@hotmail.com.
  - bank\_of\_baroda@yahoo.com.
- Sunan yankin gaba ɗaya kuskure ne ko ɗan kuskuren rubuta shi misali amazon.com maimakon amazon.com.
- Sautin imel dɪn yana gaggawa kuma yana buƙatar ku yi cikin sauri a misali.
- Imel dɪn da ke ba da alƙawarin faɗuwar kuɗi ko hukunci mai tsanani.
- Imel dɪn da ke tilasta maka shiga gidan yanar gizo.



# **17. Zagi Da Cin Zarafi Ta Yanar Gizo**



## Zagi da cin zarafi ta yanar gizo

Cin zarafin yanar gizo zalunci ne tare da amfani da fasahar dijital. Yana iya faruwa akan kafofin watsa labaru, dandali na aika saƙo, dandali na caca da wayoyin hannu. Yana da maimaita hali, da nufin tsoratarwa, fushi, ko kunyata waɗanda aka yi niyya.

Misalai na cin zalin Yanar gizo sune kamar haka:

- Yada karya ko yada hotunan wani na kunya a shafukan sada zumunta.
- Aika munanan saƙo ko barazana ta hanyar dandamalin saƙo.
- Yin kwaikwayon wani da aika saƙon da ba su da kyau ga wasu a madadinsu

## Alamomin Cin zarafi a Yanar gizo

Komai yawan zafin da suka sha, waɗanda ake zaluntar ta yanar gizo sau da yawa ba sa son gaya wa iyaye, malamai, ko wasu masu iko game da cin zarafi saboda suna jin kunya daga cin zarafi. Hakanan suna iya jin tsoron rasa gata na wayar hannu ko kwamfutar. Masu cin zarafi suna da kyau wajen boye halayensu ga masu iko. Yana da mahimmanci a gane alamun gargadin cin zarafin yanar gizo kuma a taimaka wa wanda aka azabtar ya dauki matakin da ya dace.

## Tasirin Zagin Yanar gizo

Lokacin da zalunci ya faru a kan yanar gizo, wanda aka azabtar zai iya jin ana kai musu hari a ko'ina, har ma a cikin gidansu. Suna iya jin ba su da mafaka. Tasirin yana dawwama kuma yana shafar mutum ta hanyoyi da yawa:

- Shafar hankali - jin bacin rai, jin kunya, ya ji shi kamar wawa, har ma da fushi.
- Zama abin tausayi- jin kunya ko rasa sha'awar abubuwan da kuke so.
- A zahiri - gajiya (rashin barci) ko fuskantar alamu kamar ciwon ciki da ciwon kai.

Jin ana yi masa dariya ko kuma tsangwama zai iya hana shi yin magana ko kokarin magance matsalar. A cikin matsanancin yanayi, cin zalin yanar gizo na iya ma kai ga mutane su kashe kansu. Abubuwan da aka rubuta na cin zarafin yanar gizo sun hada da:

- Mafi girman yawan bakin ciki da damuwa.
- Rage jin kimar kai.
- Wahalhalun barci da matsalar fitsarin kwance a gado.
- Yawan al'amuran da suka shafi jiki kamar ciwon kai da ciwon ciki.
- Kokarin yunkurin kashe kansa (bincike ya nuna cewa masu cin zarafi ta yanar gizo sun fi sau biyu zuwa tara fiye da fuskantar tunanin kisan kai.
- An samu karuwar matsalar rashin cin abinci da kyau musamman a tsakanin 'yan mata.
- Rashin aiki ga matasa.
- Kananan matakan samun nasara a makaranta.
- Kara yawan al'amuran miyagun kwayoyi da shaye-shaye.

## Dabarun magance cin zalin yanar gizo

### Kar a mayar da martani nan da nan

Manufar yawancin cin zarafi ta yanar gizo a mafi yawan lokuta shine a fusata, bacin rai ko rikitar da mutumin da ake hari, ta yadda za su mayar da martani cikin motsin rai. Idan ana zaluntar ku ta hanyar yanar gizo, ku tuna cewa wanda ke yi muku hari yana son ku amsa. Kar ku ba su gamsuwar sanin kuna jin haushin su.

### Bibiya idan kun sami nutsuwa

Yana da mahimmanci a sami kyakkyawar fahimtar halin da ake ciki kafin tuntubar mai zagin yanar gizo. Yin amfani da harshe mai natsuwa, tsaka tsaki, yi kokarin warware halin da ake ciki tare da mutumin ba tare da barin su, su kai gare ku cikin motsin rai ba. Watakila ba za su gane cewa kun fassara ayyukansu azaman cin zarafi ta yanar gizo ba, don haka tattaunawa mai natsuwa yana da mahimmanci.

## Dauki hotunan sakon

Hotunan kariyar kwamfuta hanya ce mafi kyau don ba da rahoton misalin cin zalin yanar gizo. Wannan yana da mahimmanci saboda mai zagin (mai cin zarafi na yanar gizo) na iya share sharhi ko hoto lokacin da suka gane cewa zai iya jefa su cikin matsala. Hoton zai tabbatar da cewa koyaushe kuna da kwafin abin da aka umarce ku akan yanar gizo.

## A daina duba post akai-akai

Kuna iya rage lokacin da kuke kashewa akan kafofin watsa labarun. don kada zalunci ya dawwama. Samun hutu daga duniyar yanar gizo hanya ce mai kyau don kula da kanku.

## Ku kai rahoto ku kuma toshe

Yawancin shafukan sada zumunta suna son taimaka muku jin tsaro akan yanar gizo, don haka suna da kayan aikin da aka gina da yawa don kiyaye ku da kuma ba ku damar ba da rahoton cin zarafi. Idan kun yi kokarin yin amfani da zaɓuɓɓukan bayar da rahoto da toshewa a cikin dandalin kafofin watsa labarun ku kuma har yanzu yanayin yana da wahala, zaku iya ba da rahoto ga hukumar da ta dace a kasarku.

Hukumomi a kasarku na iya zama kwamishinan hukuma (kamar Kwamishinan Watsa Labarai), sashen gwamnati (kamar Sashen Kasuwanci da Kasuwanci), ko ofishi ko darakta a cikin sashe. Makullin rakiyar don kasarku zai sami karin cikakkun bayanai masu dacewa da ku.

## Hatsari na musamman ga mata da 'yan mata

A cikin shekaru da yawa an sami karuwar mata-matasa da ake abota da su ta yanar gizo da kuma karkatar da su zuwa wurare masu nisa inda ake fuskantar barazanar rashin tsaron kansu. Wannan ya faru a ko'ina cikin duniya kuma yana da haɗari da ya kamata dukan mutane su sani kuma su shirya.

## Hanyoyi na yau da kullun da hakan na iya faruwa

Wasu na iya tuntuɓar mata matasa a kan yanar gizo a karkashin riya. Wannan na iya kasancewa akan ɗaya daga cikin karin waɗannan hanyoyin:

- Bayyana kansa azaman tsohon aboki
- Bayyana kansa azaman memba na al'umma mai ban sha'awa kamar mai son mawaka ko makada, ko kungiyar wasanni
- Bayyana kansa azaman mai iya bada aiki

Bayan yin magana da budurwar sai mutum ya nemi ganawa, hira da aiki, taimako da ayyuka kamar bayarwa, kwanan wata ko ma taimakon kuɗi da kuɗin da za a kai.

Kowane ɗayan waɗannan bukatun yakamata a duba su da kyau.

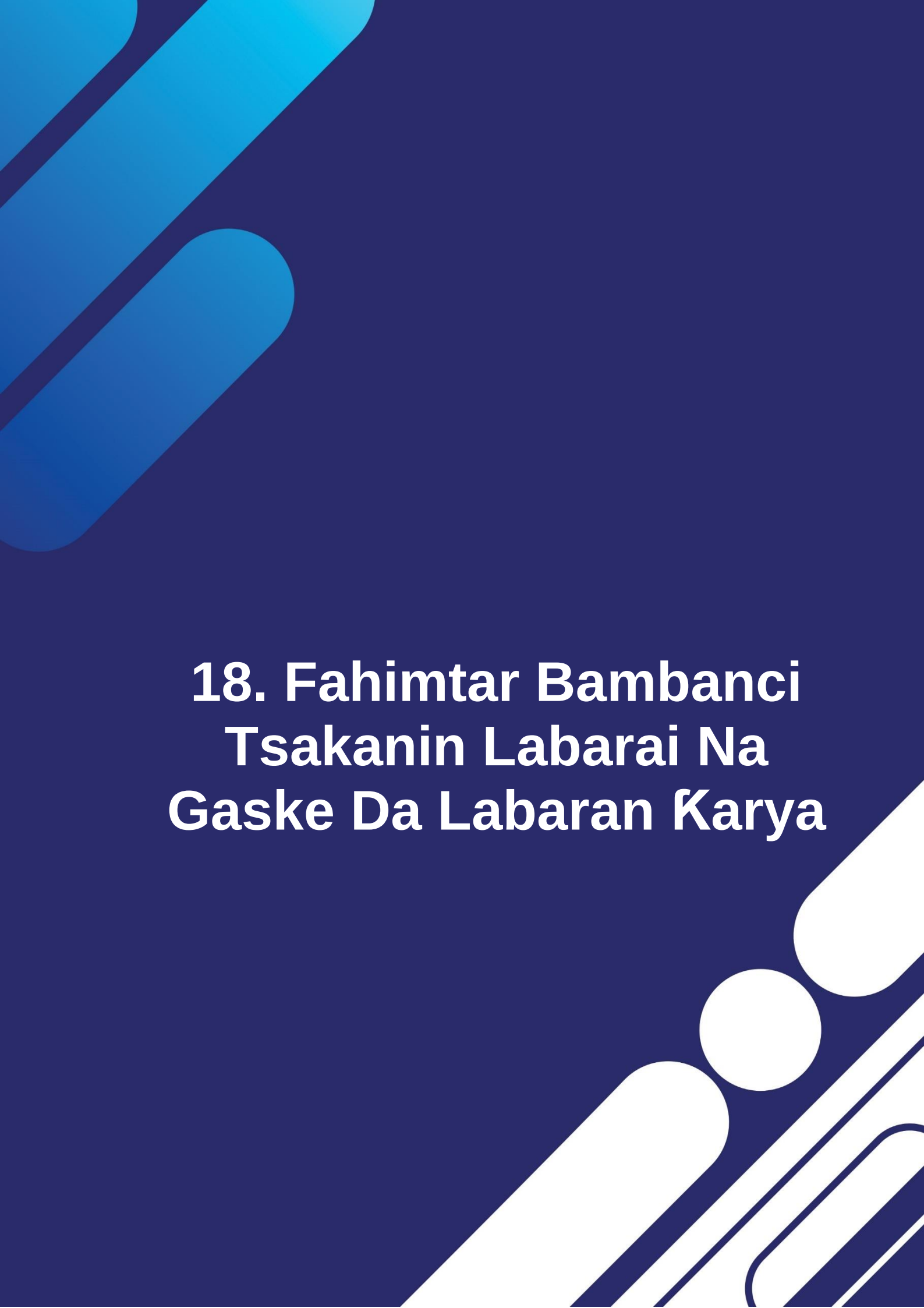
## Wasu shawarwari don taimaka maka ka kasance cikin tsaro

Babban abin da za ku yi shi ne tabbatar da wanzuwar wanda kuke magana da shi.

- Shin wannan mutum ne na gaske?
- Shin su ne waɗanda suka ce su ne? Misali, shin yarinyar 'yar shekara 16 gaskiya ce ko kuma mutumin ɗan shekara 30 ne yana yin kamar yarinya 'yar shekara 16 ce?
- Idan abokin hulɗa daga kamfani ne, shin kamfanin na gaske ne, kuma wannan mutumin yana aiki a kamfanin?
- Ko yausha kuyi tunani a hankali kafin raba bayanan sirri game da kan ku akan yanar gizo.

Idan za ku sadu da mutum a rayuwa ta ainihi wanda kawai kuka taɓa yin magana da shi akan yanar gizo, to da fatan za a yi akalla waɗannan abubuwan:

1. Tabbatar cewa mutumin shine wanda suka ce su ne.
2. Duba bayanan tuntubar su.
3. Ka ba da bayanan tuntubar su ga wanda ka amince da su don su duba ka.
4. Haka kuma ka gaya wa wannan amintaccen mutumin inda za ka, lokacin da za ka je da kuma lokacin da kake sa ran zama gida, wanda za ka sadu da shi da kuma dalilin da ya sa.
5. Haɗu a wurin da jama'a suke da haske inda akwai masu wucewa waɗanda zasu iya taimaka muku idan buƙata ta taso.
6. Lokacin da kuka dawo gida, kar ku manta da sanar da amintaccen ku kuna cikin koshin lafiya.



## **18. Fahimtar Bambanci Tsakanin Labarai Na Gaske Da Labaran Karya**



## Fahimtar bambanci tsakanin labarai na gaske da labaran Karya

Yawancin mutane suna amfani da intanet don samin ilimi da kuma raba miliyoyin abubuwa, labarai, da bidiyo a kan dandamali kamar Facebook, Twitter, da YouTube. Karɓar hanyoyin sadarwar zamantakewa cikin sauri ya haifar da haɓakar musayar bayanai tsakanin masu amfani da su, tare da labaran Karya sun zama abin da ya zama ruwan dare gama gari na samun bayanai ta kan yanar gizo. Yada labaran Karya na da nasaba da gazawar da kungiyoyin sada zumunta suka yi wajen tantance sahihancin labaran da ke fitowa a dandalinsu.

### Menene ainihin labari?

Ana iya bayyana labarai na gaskiya a matsayin ingantattun labarai da kwararren dan jarida ya rubuta wanda ke bin ka'idodin dabi'a (kamar, mutunci, daidaito da gaskiya) wajen tattarawa da rubuta labarai. Labarai na gaskiya suna ba da rahoton gaskiya ta hanyar da ta dace kuma tana iya kasancewa. tabbatacciya.

### Menene labaran karya?

Labaran karya na nufin rahotannin karya ko bayanan karya da aka raba ta hanyar labarai, hotuna, ko bidiyoyi wadanda aka canza a matsayin "labarai na gaske" da nufin sarrafa ra'ayoyin mutane.

Masu amfani da shafukan sada zumunta suna yada labaran karya don karfafa sauran masu karatu gwiwa don tattaunawa, sake bugawa, da sake buga waɗannan labaran karya. Yawancin labaran karya ana amfani da su don karkatar da ra'ayin jama'a don siyasa ko kasuwanci. Ana yada labaran karya cikin sauƙi - bisa ganganci da kuma bazata - ta hanyoyin sadarwar zamantakewa kamar Twitter, Weibo, WhatsApp, WeChat, Instagram, da Facebook.

Wasu labaran labarai ne na gaske, duk da haka, ana lakafta su azaman labaran karya ta wasu mutane masu tasiri a cikin al'umma waɗanda za su iya samun sabani kan gaskiyar labarai. Misalai na iya kasancewa lokacin da aka fallasa ɗan siyasa da cin hanci da rashawa kuma ya ba da shawarar cewa labarai daga kafofin watsa labarai na karya ne don kare kansu.

## Nau'in labaran karya

Akwai nau'ikan labaran karya daban-daban, ya danganta da manufar waɗanda suka kirkiro shi. Misali:

1. Ana amfani da Clickbait don jawo hankalin masu amfani da jawo hankalin su don dannawa zuwa gidajen yanar gizon da aka haɗa da samar da kuɗin shiga na talla. Marubuta da gangan suke kirkiro tare da wuce gona da iri ta hanyar gurbatattun hotuna da kanun labarai. Babban kanun labarai na iya zama "Ba za ku yarda da abin da shugaban ya yi ba", wanda ke haifar da sha'awar mai karatu wanda sai ya danna kan kanun labarai.
2. Farfaganda tana nufin sadarwar karya a cikin labarai, da aka rubuta don yaudarar masu sauraro. Sau da yawa ana gabatar da shi don inganta tsarin siyasa ko hangen nesa.
3. Bayanin da aka yi niyya wani yanki ne na kage da aka raba don abubuwan son kai. Yawancin bayanin da aka yi niyya ana kaiwa ga kungiyoyin da suka fi dacewa da karɓar irin wannan bayanin kuma a saukaƙe karɓa da raba abun ciki mai daidaitawa ba tare da tabbatar da sahihancinsa ba.
4. Ana iya amfani da kanun labarai masu ruɗi tare da labarai na gaske. Wani lokaci labari na iya zama gaskiya kuma na gaskiya, amma kafafen yada labarai na iya amfani da kanun labarai na yaudara ko wuce gona da iri don jawo hankalin masu karatu su danna.
5. Abubuwan da ke cikin izgili shine lokacin da aka kwaikwayi majiyoyin labarai na gaskiya da labaran karya. Mutanen da gaskiya ta shafa za su iya yin labarai don yaudara ko yaudarar masu sauraro daga gaskata abin da ke ainihin

gaskiya. Za su iya amfani da wasu kafafen yadda labarai domin su sanya labaran da ba su yarda da su ba a matsayin karya.

## Wasu hanyoyin gano labaran karya

Kamar yadda muka gani akwai labaran karya iri-iri, kuma akwai hanyoyi da yawa na gano labaran karya. Ga wasu jagora masu amfani a gare ku:

1. Yi tunani da kyau game da bayanin da kuka karanta. Wannan yana nufin sanin halin ku da kuma tambayar dalilin labarin. Wannan hanya ce mai fa'ida saboda an kirkiri labaran karya don samun martanin motsin rai misali, fushi ko tsoro daga mai karatu.
2. Gane sakon. Shin labarin gaskiya ne kuma daidai ne? Shin rubutun yana da ma'ana a hanyar da yake magance matsala? Shin za ku iya bambanta tsakanin gaskiya, ra'ayi, zato, da kuskure?
3. Yi nazarin shaidun da aka yi amfani da su a cikin labarin: Sahihin labari yana amfani da hujjoji na gaskiya kamar kididdiga, kwararrun kwararru, da kuma shaidun ido daga mutanen da ke wurin. Hakanan yakamata ku kalli hotunan. Yana da sauki don yin hotuna na karya ko canza hotunan da ke akwai.
4. Duba tushen: Yi la'akari da tushen labarin labarai. Labarun da ke fitowa daga tushen da ba a sani ba ko wanda ba a sani ba yana iya zama labaran karya. Hakanan zaka iya bincika marubuci ko mawallafin labarin da kuma sunan su.
5. Bincika ko wasu gidajen labarai sun buga irin wannan labarin. Idan ba za ku iya samun wani rahoto ba, to watakila labarin labarin karya ne.
6. Yi amfani da kayan aikin bincika gaskiya don tabbatar da abun ciki da tushen labarai. Za a sami misalan gida na wadannan kayan aikin a cikin bayanan kasa masu rakiyar.



## **19. Matakan Farko Don Samun Kasuwancin ku Akan Intanet**



## Matakan farko don samun

### kasuwancin ku akan yanar gizo

Kun dauki matakan farko don shiga kan yanar gizo a matsayin mutum daya. Wannan na iya zama don nishaɗi, don sanar da su ko don kasancewa tare da abokai da dangi.

Kuna iya amfani da kwarewar da kuka koya don samun kasuwancin ku akan yanar gizo lafiya.

Kuna iya sadarwa cikin sauri da arha tare da abokan cinikin ku da masu siyarwa, nemo sabbin kwastomomi da masu kaya, sannan ku gaya wa faɗin duniya game da samfuranku da ayyukanku. Kuna iya samun kananan farashin aiki wanda zai iya taimakawa kare ko kara yawan ribar ku. Samfuran ku da sabis dinku za su kasance a bayyane sa'o'i 24 a rana, kwana bakwai a mako.

## Yin kasuwancin ku akan yanar gizo

Ga 'yan matakai masu sauƙi da za ku yi la'akari yayin da kuke tunanin yin kasuwancin ku akan yanar gizo:

1. Shin rukunin yanar gizon ku yana buƙatar zama gidan yanar gizo don taimakawa tare da tallan ku ko yakamata ya zama rukunin yanar gizon kasuwar kan yanar gizo wanda zai iya siyar da samfura da ayyuka?
  - a. Kasuwancin sabis suna amfani da gidan yanar gizo don tallatawa, wato ba da labari game da kai da/ko kasuwancin ku.
  - b. Kasuwancin tushen samfur na iya samun gidan yanar gizon kasuwancin kan yanar gizo mafi amfani. Wannan saboda kuna iya samun hotuna, kwatanci da farashin samfuran ku kuma kuna son samun damar siyar da samfurin ta gidan yanar gizon ku, kuma rukunin yanar gizon kasuwancin kan yanar gizo suna sarrafa tsarin kasuwancin ku.

2. Tsarukan kan yanar gizo da na yanar gizo. Yi tunani game da mataakai a cikin rayuwa ta ainihi wadanda za su haɗu da gidan yanar gizon ku. Wadannan kila su kasance shirya kiran tallace-tallace ko daukar samfura da aika su ga abokan ciniki.
3. Hanyoyin biyan kuɗi da zaɓuɓɓuka. Yi la'akari da hanyoyin biyan kuɗi wadanda ke akwai a cikin kasar ku kuma tabbatar da cewa sun kasance masu tsaro.
4. Yi tunani game da samun kasuwancin ku akan yanar gizo a cikin kananan mataakai. Kada ku gwada kuma kuyi komai a tafi ɗaya. Wannan na iya zama mai rikitarwa, daukar lokaci mai tsawo kuma yana iya zama tsada.

## Kan yanar gizo da tallan zamantakewa

Abu mafi mahimmanci na kowane kasuwanci shine abokin ciniki. Idan ba tare da mutanen da ke son siyan samfur ko sabis ba ayyukan kasuwancin ku ba za su rayu ba.

Mun sani daga wannan jagorar cewa intanet da gidan yanar gizo na iya taimaka mana mu sadu ta hanyoyi daban-daban tare da abokan ciniki masu yuwuwa ta hanyar yanar gizo, imel, da kafofin watsa labaru. Za mu iya amfani da wadannan kayan aikin kan yanar gizo don taimakawa tallanmu.

Talla ita ce al'adar yada sakonni game da alama, samfura ko ayyuka, ko kamfani ga abokan ciniki. Tallace-tallacen digital, ko kan yanar gizo wani bangare ne na tallace-tallace da ke amfani da yanar gizo da fasahar dijital, kafofin watsa labaru, da dandamali don haɓaka samfurori da ayyuka.

Kyakkyawan wurin farawa shine:

1. Samun wani abu bayyananne da kuke son faɗi. Wannan na iya zama sabon samfur, ko labarai na siyarwa
2. Fahimtar su wanene abokan cinikin ku. Wannan na iya dogara ne akan abokan cinikin ku na yanzu, ko sabbin abokan cinikin da kuke son samu a nan gaba.

Wannan ya haɗa da fahimtar abin da suke so, da kuma inda suke samun bayanai daga kan yanar gizo.

3. Amfani da gidajen yanar gizo, da dandamali na kafofin watsa labaru da abokan cinikin ku ke amfani da su. Wannan yana nufin amfani da Facebook, Twitter, ko Instagram don fitar da sakon ku. Hakanan zaka iya amfani da imel don sadarwa tare da mutanen da ka sani kamar kwastomomi na yanzu ko mutanen da suka kasance abokan ciniki.
4. Wani muhimmin sashi na tallace-tallacen kan yanar gizo da zamantakewa shine tunani, sauraro, da amsawa ga abokan cinikin ku. Talla ba hanya ɗaya ba ce. Wani nau'i ne na sadarwa, kuma wannan yana nufin yin magana da abokan ciniki da sauraron abokan ciniki.

## Saukakan mata kai don kafa gidan yanar gizo

1. Kirkiri shafi. Wannan yana buƙatar ɗaukar mutum aiki ko biyan kuɗin ayyukan kirkirar yanar gizo. Tabbatar cewa zanen hotuna da zane na rukunin yanar gizon sun kasance kamar na kasuwancin ku na yanzu kuma duk bayanai da aka nuna akan gidan yanar gizon suna nuna daidai da kasuwancin ku na yanzu.
2. Tabbatar cewa zaku iya tallafawa abokan ciniki ta imel da fom din tuntubar a gidan yanar gizon ku (wanda aka sani da dangantakar abokin ciniki ko sabis na abokin ciniki).
3. Kafa hanyar sadarwa tare da abokan cinikin ku fiye da gidan yanar gizon ku ta hanyar samar da lambobin waya da wayar hannu.
4. Duba sauƙin samun dama/amfani. Tabbatar cewa abubuwa kamar fom, chatbots, da adiresoshin imel na tambayoyi sun dace da nau'ikan na'urar dijital daban-daban.
5. A karshe, shiga cikin rukunin yanar gizon ku daga ra'ayi na abokin ciniki. Gwada amfani da gidan yanar gizon yadda abokin ciniki zai yi (tafiya na abokin ciniki). Kasance mai haƙika tare da amsa kuma yi amfani da shi don sauƙaƙe gidan yanar gizon ku gwargwadon yiwuwar amfani.

## Saukakan mataakai don kafa rukunin yanar gizo na kasuwanci

1. Kasidar samfur. Yi amfani da hotuna da kuke dashi hotunan samfuran din ku ko ku dauka sabbin hotuna. Idan kuna da kasida ta zahiri, zaku iya amfani da kwatancensa, farashinsa, da adadinsa don sigar ku ta kan yanar gizo.
2. Kirkiri rukunin yanar gizon kasuwancin kan yanar gizo. Hayar mai habaka aikace-aikacen gidan yanar gizo wanda ke da kwarewa don kirkirar rukunin yanar gizon na kasuwancin kan yanar gizo mai cikakken aiki don kasuwancin ku.
3. Tabbatar cewa rukunin yanar gizon ku na yanar gizo ne mai saukin amfani kuma yana iya kawo canji ga abokan cinikin ku akan yanar gizo.
4. Yi tunanin yadda za ku sami samfuran ku ga abokan cinikin ku, da kuma yadda za su iya dawo muku da samfuran.
5. Yi tsarin dawowa da maidowa wanda ke kiyaye sha'awar kasuwancin ku da ta abokin ciniki.
6. Kafa tsarin biyan kudfi waƙanda suka dace da rukunin yanar gizon ku kuma da abokan ciniki.
7. Samar da tashar sabis na abokin ciniki don tambayoyi da gunaguni.
8. Saita zaɓi ko maɓallin bita don samun ra'ayi daga abokan cinikin ku.

## Barazana mai yuwuwa ga kasuwancin kan yanar gizo da bayanan abokan cinikinsu

Idan kuna son yin amfani da damar don daukar kasuwancin ku akan yanar gizo to dole ne kuyi tunanin bayanan ku, da bayanan sirri da na kudfi na abokan cinikin ku. Anan ga takaitattun wasu barazanar da zaku iya fuskarta.

## Abubuwan Tsaron Bayanai don Masu Kasuwancin Kan yanar gizo

Akwai wasu mahimman abubuwan tsaro na bayanai waɗanda kasuwancin kan yanar gizo dole ne suyi la'akari da su. A matsayin mafari yi la'akari da waɗannan ka'idodin jagora na sirri, mutunci, da samuwa.

- Sirri - Yana tabbatar da cewa masu amfani masu izini kawai ke samun damar bayanai tare da madaidaitan takaddun shaida.
- Mutunci - Tabbatar cewa duk bayanai da aka adana abin dogaro ne, cikakke kuma ba darasin canje-canje mara tushe ba.
- Kasancewa - Yana tabbatar da cewa bayanai suna cikin shiri kuma amintacce kuma ana samunsu don bukatun kasuwanci mai gudana

## Hare-haren allurar SQL

Shi tsarin Query Language (SQL) allura nau'in harin yanar gizo ne wanda ke haifar da lambar mugunta cikin sabar da ke amfani da SQL. Lokacin kamuwa da cutar, uwar garken yana fitar da bayanai. Mika lambar barna na iya zama mai sauƙi kamar shigar da ita cikin akwatin bincike na gidan yanar gizo mai rauni.

Kasuwanci na iya hana allurar SQL ta:

- Tabbatar da abin da mai amfani ke shigarwar.
- Tsaftace bayanai ta hanyar iyakance haruffa na musamman.
- Kaddamar da maganganun da aka shirya tare da madaidaitan tambayoyin.
- Yin amfani da hanyoyin da aka adana a cikin wurin ajiyar bayanai.
- Sarrafa faci da sabuntawa sosai

## Hana damar Sabis

Wannan nau'in harin yanar gizo ne wanda ke mamaye kwamfuta ko hanyar sadarwa ta yadda ba za ta iya amsa buƙatu ba. Masu kai hare-hare ta yanar gizo galibi suna amfani da harin ambaliya don tarwatsa ayyuka da kuma amfani da lokacin da cibiyar sadarwa ke kashe don kaddamar da wasu hare-hare.

Kuna iya guje wa hana damar Sabis ta karfafa tsaron kasuwancin ku:

- Karfafa duk na'urorin da ke fuskantar yanar gizo don hana yin canji.
- Shigarwa da kiyaye software na riga-kafi.
- Kirkirar bangon wuta wanda aka saita don karewa daga hare-haren hana damar Sabis.
- Bin karfafan ayyukan tsaro don saka idanu da sarrafa zirga-zirga mara amfani.

## Ayyuka: Bitar darasi da matakan farko

- Shin kun fahimci dalilin da yasa kuke buƙatar ɗaukar kasuwancin ku akan yanar gizo?
- Akwai misalan kasuwanci irin naku da zaku iya karatu ko koyi?
- Kafa kantin kan yanar gizo ta cikin rukunin yanar gizo kyauta.

Bayan kun gama aikin kuyi tunani kuma kuyi rikodin aikinku.

Don aikin mara komai da samfurin tunani da fatan za a duba haɗe-haɗe.

Haɗe-haɗe\_Ayyukan da samfurin tunani.docx

The background is a solid dark blue. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from a deep navy to a bright cyan. In the bottom-right corner, there are white geometric shapes, including a circle and several elongated, rounded rectangles, some of which are partially cut off by the edge of the frame.

## 20. Sauran Dabaru



## Sauran Dabaru

Wannan sashe yana neman bai wa dalibai ilimi kan aikace-aikacen basirar dijital.

Na'urorin dijital suna zama kayan aikin yau da kullun. Watakila ba ma tunanin kasancewar na'urorin dijital a rayuwarmu ta yau da kullun, amma suna iya haɗawa da shagon taswira na dijital a filin jirgin sama, injin tikiti a tashar jirgin kasa, na'ura mai sarrafa kansa da injin banki ko wasu sabis na dijital.

## Samun dama ga ayyuka akan yanar gizo

Gwamnatoci da yawa sun fara amfani da yanar gizo, gidajen yanar gizo da wayoyin hannu don sadarwa tare da 'yan kasarsu da kuma isar da ayyuka kai tsaye ga mutane.

Kasashe daban-daban da tsarin kan yanar gizo suna ba da sabis daban-daban, amma sabis na yau da kullun sun haɗa da:

- Samun jagora na hukuma akan darasi masu amfani kamar tilasa allurar Covid, don samun Fasfo da sauransu.
- Yi rijistar adiresin ku tare da ma'aikatar karamar hukuma don dalilai na gudanarwa kamar cancantar yin zaɓe.
- Yi rijistar yaranku don su sami damar ilimi.
- Yin rijistar sabon Sana'a.
- Rijista da biyan haraji.
- Rijista don samun kulawa a asibitoci kyauta.

Misalai na yau da kullun na tashoshin sabis na gwamnati na kan yanar gizo sune kamar haka:

- Ayyuka da bayanai na gwamnatin Burtaniya, <https://www.gov.uk/>
- Bayanan gwamnatin Estonia, <https://e-estonia.com/>

Koma zuwa hadin kasa mai rakiyar don kasaku don misalan ayyuka, hanyoyin sadarwa, da motsa jiki kan samun damar jama'a ta, kiwon lafiya, haraji, da ayyukan ilimi daga karamar hukumanku da ta kasa baki daya.

## Na'urar kuɗi Na atomatik (ATM)

ATM na'ura ce da ke baiwa abokan hulɗar banki damar gudanar da ayyukan banki ba tare da taimakon ɗan Adam ba.

Yin amfani da ATM yana ba ka damar cire kuɗi daga asusun banki, duba ma'auni na banki, buga rahoto daga asusun bankinka, saka kuɗi har ma da aiwatar da hada-hadar biyan kuɗi.

Don amfani da ATM, kuna buƙatar cire kuɗi ko katin kireɗit daga bankin ku da PIN (Lambar Shaida ta Sirri).

## Yadda ake amfani da Na'urar ATM

1. Zai fi kyau ka ziyarci injin ATM da ya dace don bankin ku. Misali, idan kati na Bankin Equity ne ka nemi ATM na Bankin Equity idan zai yiwu. Wasu ATM za su kara cajin ku don amfani da katin da ba na bankin ba.
2. Amintaccen tsaro a injin ATM. Masu amfani da ATM na fama da barayi da 'yan fashi. Tabbatar cewa yankin ATM yana da haske sosai. Kasance mai faɗakarwa da lura da kewayen ATM kuma duba injin ATM don kowane sabon abu da abin tuhuma.
3. Saka katin ATM cikin ramun katin ATM tare da gefen guntu yana fuskartar nesa da kai da kasa.

4. Zaɓi yaren da kuke son amfani da shi tare da ATM.
5. Shigar da PIN na sirri (Lambar Shaida ta Sirri). Tabbatar cewa duk wanda ke kusa da ku ba zai iya ganin lambobin ba.
6. Yawancin ATMs zasu baka damar:
  - a. Cire kuɗi.
  - b. Saka kuɗi.
  - c. Duba ma'auni na asusun banki.
  - d. Tura kuɗi ko yin biyan kuɗi.
7. Kare zaman ku ta bin umarnin kan na'urar ATM don fita da shiga da katin ATM ɗin ku.
8. Dauki kuɗin ku da katin ATM.

Muhimmiyar sanarwa: Idan katin ATM ɗin ku ya bace, sanar da bankin ku nan take. Za su taimaka wajen kare kuɗin ku kuma su ba ku sabon katin ATM.

## Ayyuka: Yin amfani da katin ATM din ku da sabis na banki na kan titi

Idan kana da katin ATM zaka iya:

- Yin amfani da shi don cire kuɗi da saka kuɗi.
- Sanya app na banki ta wayar hannu a cikin na'urar ku kuma kasance cikin yanayin amfani da shi da kyau.

Bayan kun gama ayyukansu kuyi tunani kuma kuyi rikodin aikinku.

Don aikin mara komai da samfurin tunani da fatan za a duba haɗe-haɗe.

Annex\_Ayyukan da samfurin tunani.docx.

