

## 35-dars. BULUTDAGI HUJJATLAR BILAN ISHLASH

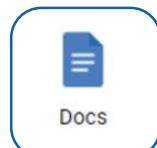
Zamonaviy bulutli xizmatlar yordamida istalgan qurilmadan Internet orqali matnli hujjat, elektron jadval, taqdimot kabi ilovalar bilan masofadan turib ishlash mumkin. Bulutli texnologiya muhit shunchalik rivojlanganki, u amaliy dasturiy ta'minotlarsiz ham Internet orqali bir nechta foydalanuvchiga real vaqtida fayllar bilan ishlash imkoniyatini beradi.

Bulutli hisoblash muhitida hujjatlar bilan ishlashda samarali bulut xizmatlari bilan tanishamiz.

**Google Docs** – hujjatlarni real vaqtida yaratish, formatlash va tahrirlash imkonini beruvchi onlayn muharrir (**1**).

**Google Spreadsheets** – elektron jadval yaratish, yangilash, tahrirlash hamda ma'lumotlarni onlayn almashish imkoniyatini beradi (**2**).

**Google Slides** – har xil tayyor shablonlarni taklif qiluvchi ko'plab funksiyalarga ega bir nechta foydalanuvchi bilan onlayn taqdimot yaratish muhit (**3**).



### AMALIY MASHG'ULOT

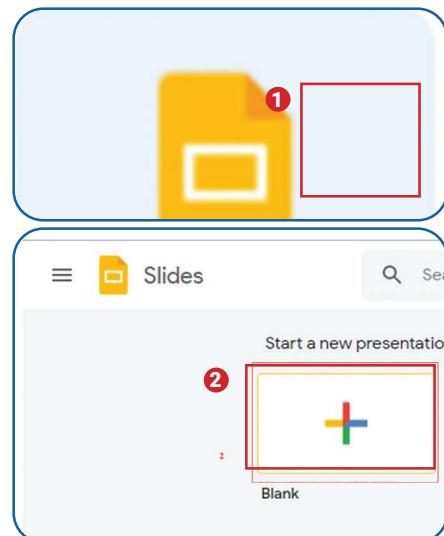
#### Bulutda taqdimot hujjatini yaratish va u bilan ishlash

1. Googlening bulut xizmatida taqdimot hujjatini yaratish uchun Google xizmatlari tugmachasi bosiladi va "Slides" bo'limi tanlanadi (**1**).

2. Ochilgan oynada taqdimot yaratish uchun bir nechta shablon namunalari mavjud. Ulardan birortasini yoki "Blank" (bo'sh slayd)ni tanlash mumkin (**2**).

3. Ochilgan taqdimot muharririning o'ng tomonidagi "Themes" oynasi orqali taqdimot uchun dizayn tanlab olinadi (**3**).

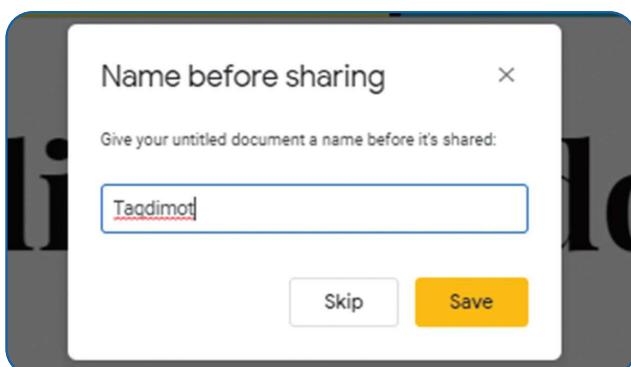
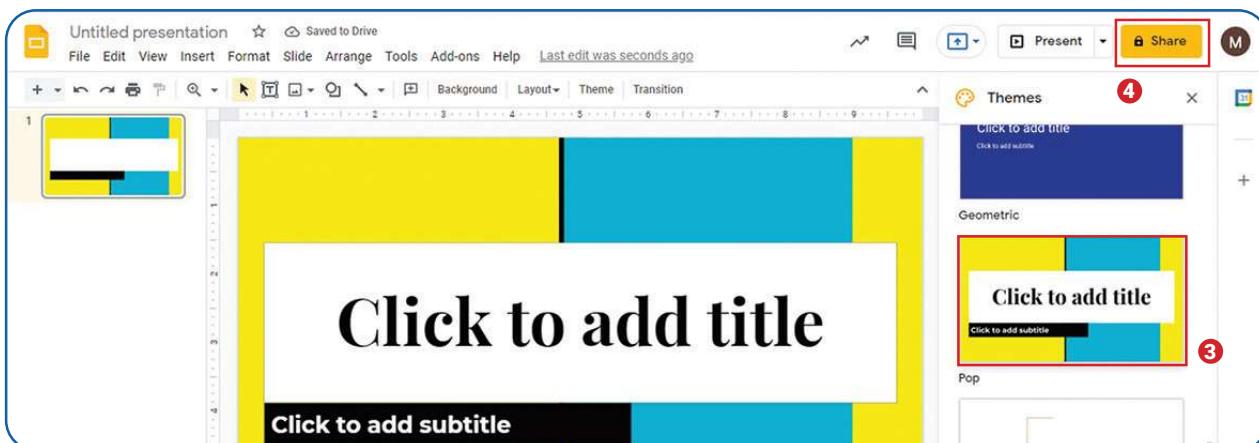
4. Taqdimot muharriri MS Power Point dasturiga o'xshash bo'lib, unda avvalgi bilimlarga tayangan holda taqdimot



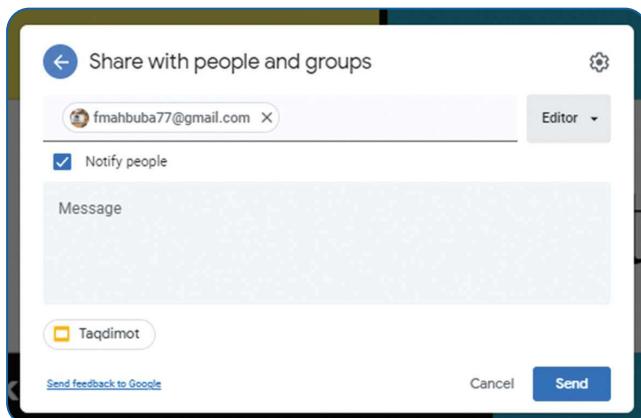
## BULUTDAGI HUJJATLAR BILAN ISHLASH

yaratish mumkin.

5. Taqdimot muharririda hamkorlikda ishlash uchun “Share” tugmachasi bosiladi (4).



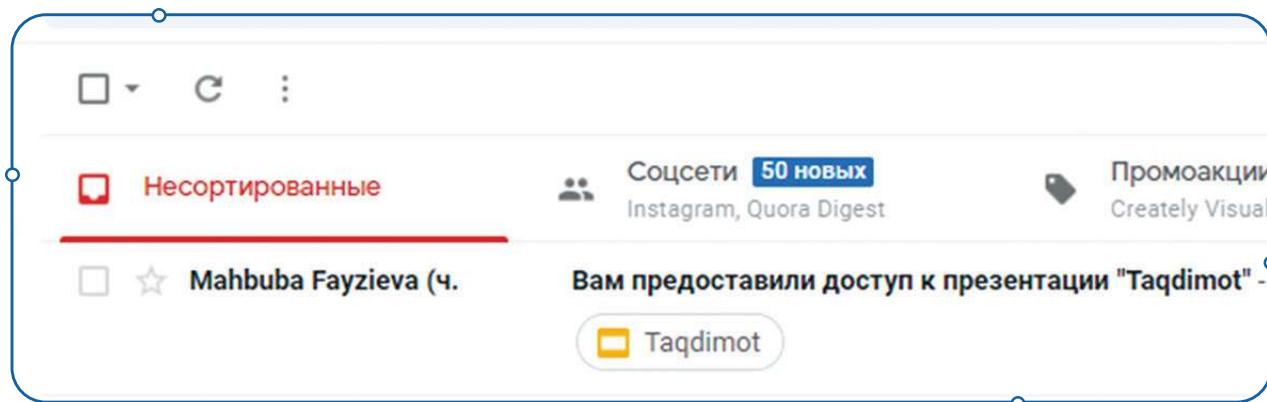
6. Taqdimotga nom berish oynasi ochiladi, u yerga loyiha nomi yozilib, “Save” tugmachasi bosiladi.



7. Keyingi qadamda hujjat ustida hamkorlikda ish olib borish uchun hamkorlikda ishlamoqchi bo’lgan foydalanuvchi akkaunt manzili yoziladi va vakolati (Editor) ko’rsatiladi. Hamkorga hujjat yuzasidan xabar qoldirish uchun “Message” bo’limiga xabar yoziladi, so’ngra “Send” tugmachasi bosiladi.

8. Hamkorlikda ishlash uchun yuborilgan xabar hamkoringiz elektron pochta manziliga tushadi. Faylga kirish uchun hamkor foydalanuvchi elektron pochta manziliga kelgan xabardagi faylni tanlashi lozim.

## BULUTDAGI HUJJATLAR BILAN ISHLASH

**Topshiriqlar**

1. Kichik guruhlarga bo'lining. Har bir guruh qur'a tashlash orqali Google xizmatlaridan birini tanlab oladi.
2. Tanlangan Google xizmatining maqsadi, imkoniyatlari hamda unda ishlash bo'yicha yo'riqnomा tayyorlang. Material tayyorlash uchun vazifalarni guruh ichida taqsimlab oling.
3. Googlening taqdimot muharriri yordamida guruh sardori yangi taqdimot yaratadi va qolganlarga ushbu taqdimotda hamkorlikda ishlash uchun ruxsat beradi.
4. Guruhning qolgan a'zolari elektron pochtalariga kelgan xabar orqali taqdimot muharririni ishga tushirishadi va tayyorlagan materiallarini taqdimotga kiritishadi.
5. Guruhning barcha a'zolari sheriklari ishini ko'rib, ularga o'z izohlarini berishlari mumkin.
6. Har bir guruh o'z taqdimotini namoyish etadi.

💡
**MUSTAHKAMLASH UCHUN SAVOLLAR**

1. Googleda hujjatlar bilan ishash uchun qanday ilovalar mavjud?
2. Google Docs qanday dastur?
3. Google Sheets qanday dastur?
4. Google Slidesning Microsoft Power Pointga nisbatan ikkita afzalligini sanab bering.
5. Google Docsning Microsoft Wordga nisbatan ikkita afzalligini sanab bering.

## MOBIL ALOQA TIZIMI

## UYGA VAZIFA

Nº	Topshiriqlar	
4.	Googlening Docs xizmatiga kiring.	
5.	Tayyor shablonlar orasidan “Rezyume” uchun shablon tanlab oling.	<p>YOUR STREET YOUR CITY, ST 12345 (123) 123-1234 REZYUME@EXAMPLE.COM</p> <p>YOUR NAME</p> <p>SKILLS</p> <p>Consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p> <p>EXPERIENCE</p> <p>Company Name, Location – Job Title Month Year – Present</p> <ul style="list-style-type: none"> <li>Consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</li> <li>Consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</li> </ul> <p>Company Name, Location – Job Title Month Year – Month Year</p> <ul style="list-style-type: none"> <li>Consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</li> <li>Consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</li> </ul> <p>EDUCATION</p> <p>School Name, Location – Degree Month Year – Month Year, Location</p> <p>Consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p> <p>AWARDS</p> <p>Consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p>
6.	O'z rezyumengizni tayyorlang.	