Microsoft Office Word 2010 Concepts

Introduction

   Microsoft office Word 2010 is document authoring program that help people to create and share a great looking document by combining a comprehensive set of writing tools with an easy-to-use interface. Thanks to a host of new tools, you can quickly construct documents from predefined parts and styles. Word one of the most widely used word processing applications currently on the market .Therefore, it's important to become familiar with the various facets of this software, since it allows for compatibility across multiple computers as well as collaborative features .Word is a fairly simple program to use for completing simple tasks .However, it may be more difficult to learn how to explore the more advanced possibilities of Word.

Opening Microsoft Word application

   From **Start (**in taskbar**)** go to

> programs > Microsoft Office > Word 2010

Word window will appear as shown below:

_____
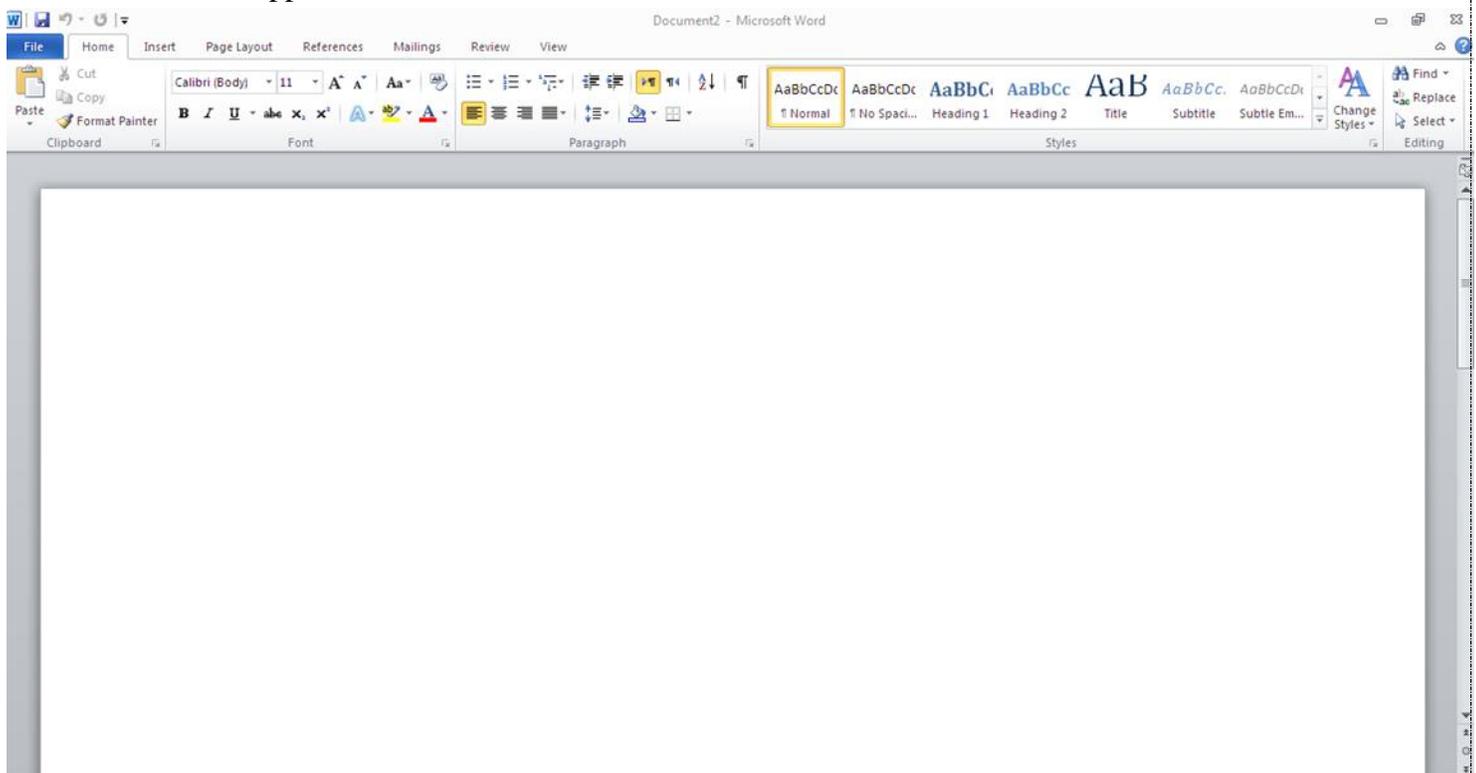
Working area:
- Used for word processing
- Default File name is called *Document* (you can change it to a meaningful name from **File** menu).
- Extension of file is *docx*. For example file called Ali will be written as *Ali.docx*.

↓ Each Document consists of one, two, or more pages.

To work on file we have to go to **File** menu. This menu contained the following:

↓ <u>Save</u> : Saving the unsaved document or new version of document with changes

↓ <u>Save as</u> : same as save furthermore save in different location and name

↓ <u>Open</u> : Opening a saved document from the disk

↓ <u>Close:</u> close current document

↓ <u>New</u> : make a new document

↓ <u>Save and send</u> : save the document then send the file to place which you want

↓ <u>Print Preview</u> : get an idea of the appearance of your document in print before you actually print it out

↓ <u>Print</u> : print the document

↓ <u>Exit:</u> exit the Word Application.

:
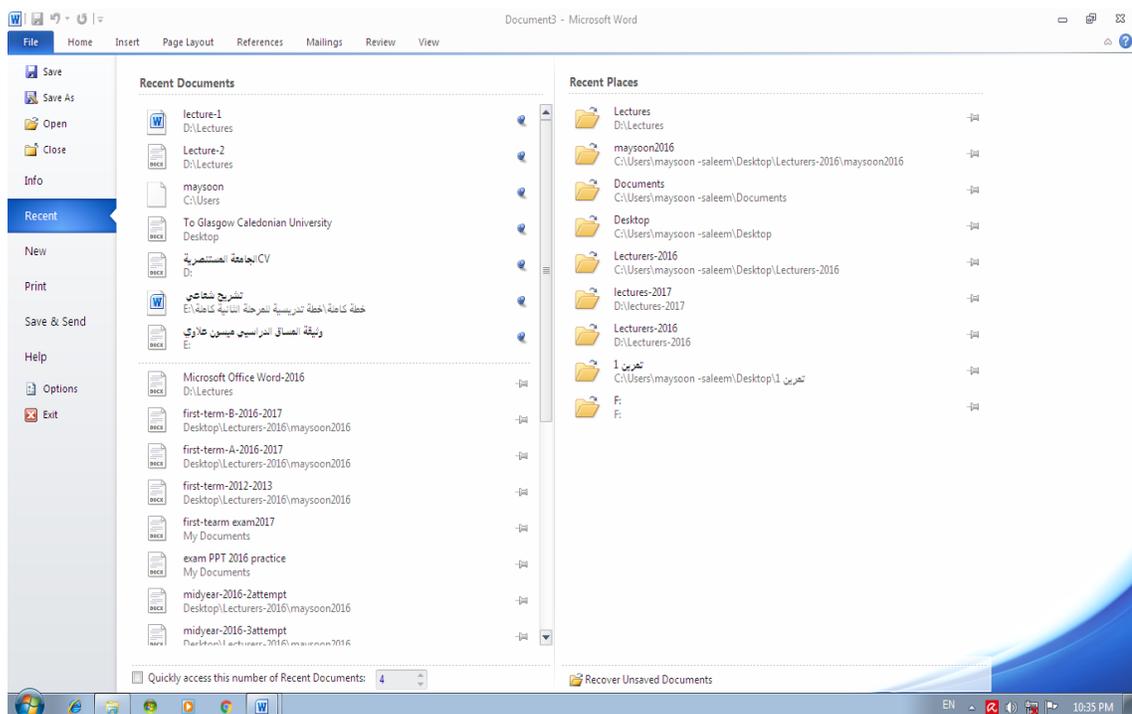
Home

Home tab: To work on the document click on **Home** Tab a menu will appear it has the most commonly used commands, grouped under the following Sections:

- **Clipboard**: which contains cut, copy, and paste cycle.
- **Font**: section contains
    1. **Bold (**Ctrl+B): Make the selected text bold.
    2. *Italicize (*Ctrl+I*)*: italicize the selected text.
    3. Underline (Ctrl+U) underline the selected text with different type of lines and colors,
    4. Strikethrough ~~abc~~ ,
    5. x_2 (subscript), x^2(Superscript),
    6. font face and font size Times New Rom ▾ 12 ▾ ,
    7. Clear formatting ,
    8. Text effect : apply a visual effect to the selected text,
    9. Text Highlight color : Make text look like it was marked with a highlighted pen.
    10. font color **A** ▾ : change the color of text
    11. change case of letter **Aa**▾
- **Paragraph**:
    1. Bullets (with different type of bullets) , Numbering , Mulitlevel list press (Ctrl+Shift) to change the direction of bullets and numbering ,
    2. Align text to the left , Center , Align text to the right , Justify ,
    3. Line and paragraph spaceing : change the spaceing between lines of text.
    4. Shading : Color the backgrond behind the selected text.
    5. Border ; add borders to selected text.
    6. Sorting : Alphabetize the selected text or sort numerical data.
- **Styles:** it has different styles to choose from as shown in window below.

AaBbCcDc	AaBbCcDc	AaBbC	AaBbCc	AaBbCcI	*AaBbCcL*	AaBbCcD
¶ Normal	¶ No Spaci...	Heading 1	Heading 2	Heading 3	Heading 4	Heading 5

You can add a new created style of your own be applying the required format to text then R.C. on selected text then choose **Style → Save Selection as a New Quick Style.**

➕ **Editing:** Find text in document, Replace text, and Select text
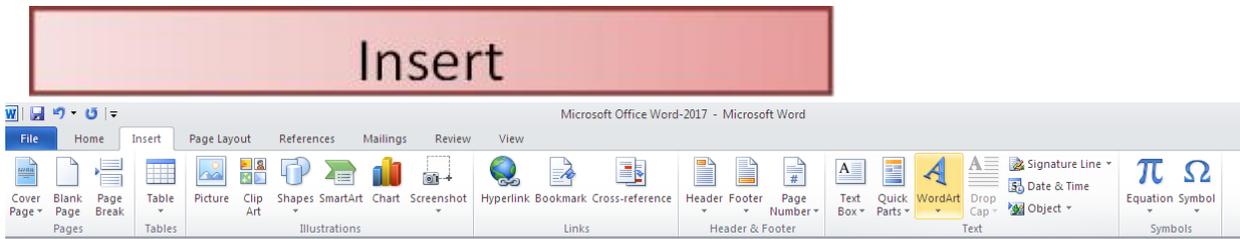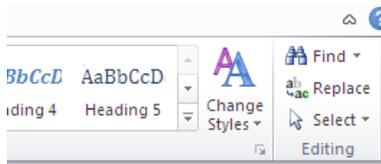
This Tab used to insert object to the document. It has many commands grouped under the following sections as shown in figure above.

➕ **Pages**: it has
1. Cover page: Insert a fully formatted cover page, the title, subtitle, author, date and other information can be added to the page.
2. Blank page: insert a new blank page between pages at the cursor position.
3. Page break (Ctrl +Return) start the next page at the current position.

➕ **Tables**: different methods of insert table press **F1** key for more information:
1. **Draw table:** You can draw a table as you want with columns and rows using virtual pen and with the help of table toolbar appeared.
2. **Insert table:** using the number of squares for the rows and columns.
3. **Insert table:** using the commands "**Insert table**" another window appears as shown below.
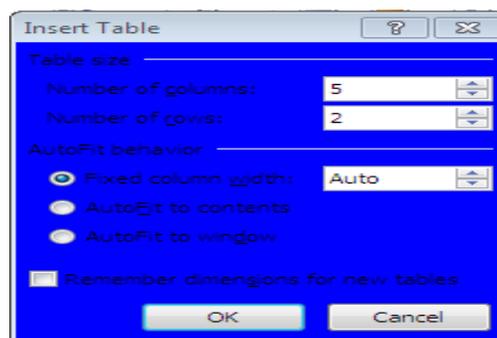
4. **Quick tables:** ready-made templates of tables to choose from.

➕ **Illustrations:** this can be used to insert the following:
1. **Picture**: inserts an existing picture at the insertion point. Click on Picture icon the window below will appears. Choose the picture then press insert.

- Go to page by entering page No.
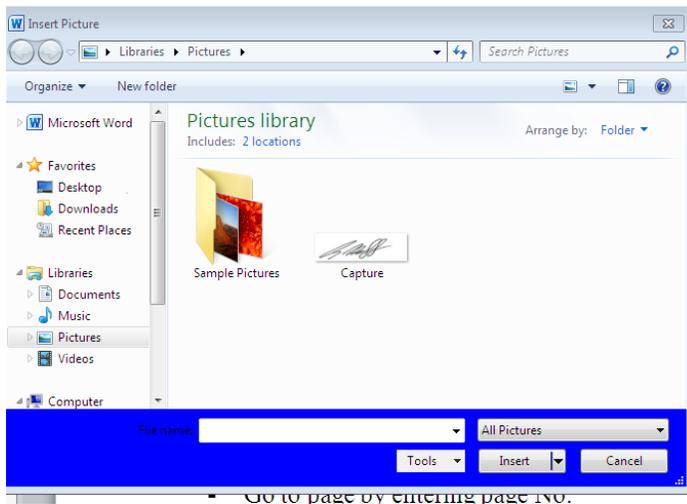
2. **Clip Art:** Insert Clip Art into the document including drawing, movies and soundtrack.
3. **Shapes:** Insert ready-made shapes such as rectangles, circles, arrows, lines, flowchart symbols, and callouts.
4. **SmartArt:** insert SmartArt graphs to visually communicate information. SmartArt range from graphical list and process diagrams to more complex graphics, such as Venn diagrams and organization charts.
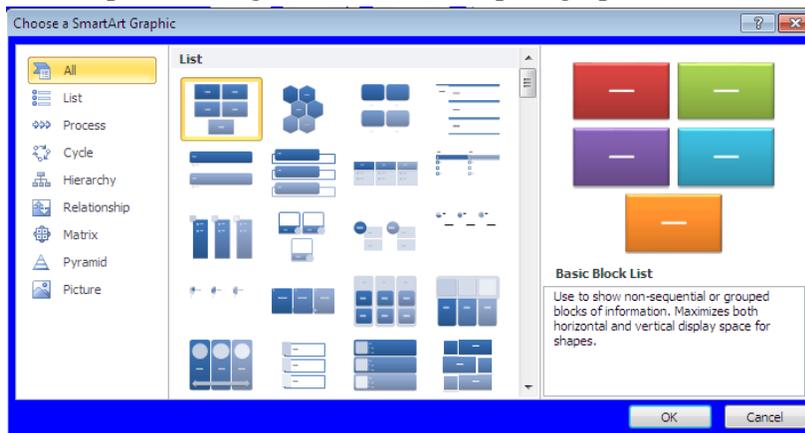
5. **Charts:** insert a chart to illustrate and compare Data. Click on chart icon the following window will appears. Bars, lines, Area, and Surfaces are some of the available types.
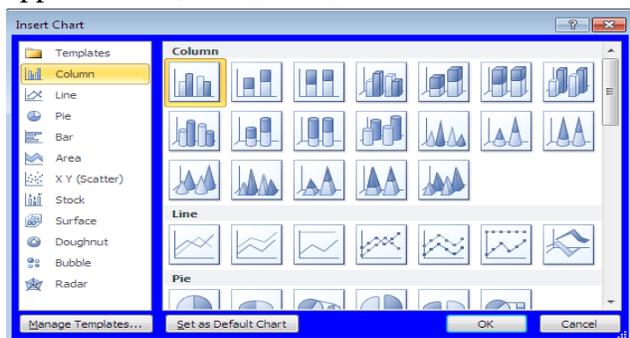
6. **Screenshot:** insert a picture of any program that is not minimized to the taskbar. Click Screen Clipping to insert a picture of any part of the screen.

- **Header and Footer:** this contains three parts:
    1. **Header:** Edit the Header of document. The content in the Header will appear at the top of each printed page.
    2. **Footer:** Edit the Footer of document. The content in the Footer will appear at the bottom of each printed page.
    3. **Page Number:** insert page number in to the document. There are many types of page numbering listed to choose from.
- **Text:** there are many types of like WordArt, Text Box, quick Parts, and Date and Time.
- **Symbols:** insert two types of symbols
    1. **Equation:** will be discussed letter time in chapter spreadsheet.
    2. **Symbols:** Insert symbols that are not on the keyboard, such as the window below.
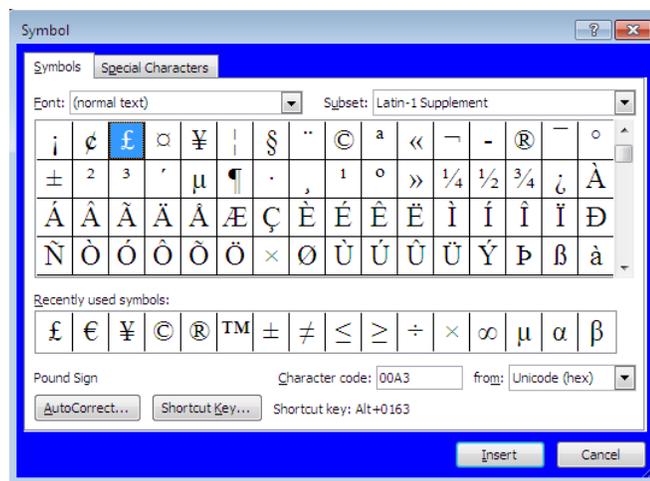
It has the following:
- **Theme:** change the overall design of the entire document. There are many ready-made Themes to choose from just click on Themes icon.
- **Page Setup:** it has many important page setting as shown below:
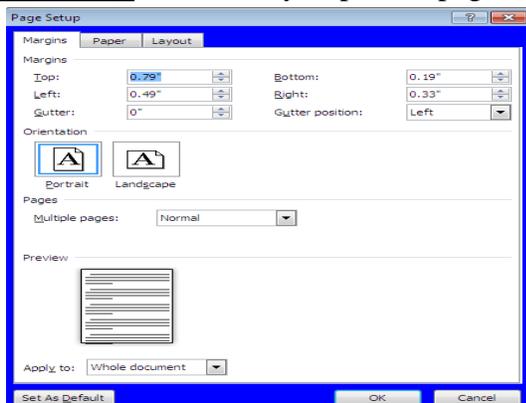
1. **Margin:** Select the margin sizes for the entire document or the current section. There are ready made margins to choose from, like: Normal, Narrow, Moderate, Wide.
2. **Orientation:** of the page switch the pages between Portrait and Landscape layouts.
3. **Size:** Choose a paper type from the list appears after clicking on the Size icon. Like Letter, legal, A4, A3, A5,…
4. **Columns:** Splits text into two or more columns. Choose from list.
5. **Line Numbers:** Add line numbers in the margin alongside of each line of the document.

➕ **Page Background:** this Section includes three elements:
1. **Watermark**: Inserts ghosted text behind content on the page. This is often used to indicate a document is to be treated specially, Such as Do not copy, Confidential or Urgent. It can be written in horizontal or diagonal form.
2. **Page Color**: choose a color for the background of page from list of colors or choose no color.
3. **Page Borders**: Add or change the border around the page. Click on icon the following window will appears.
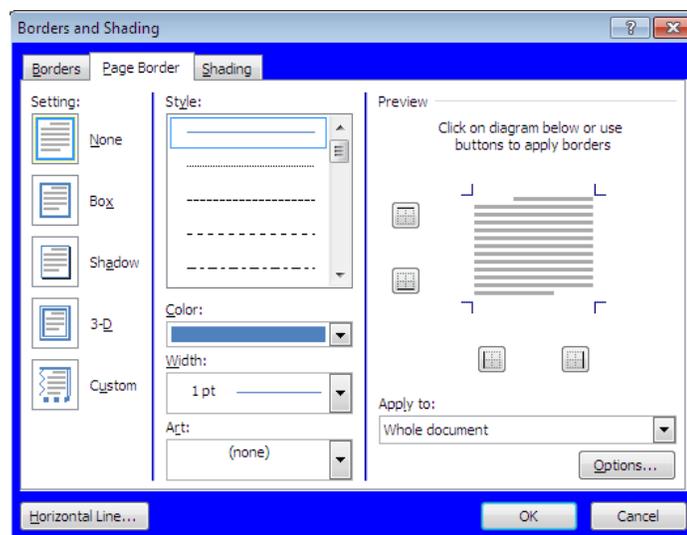
➕ **Document Views:** this menu show the different Layouts of document on screen:
1. **Print Layout:** view the document as it will appear on the printed page.
2. **Full Screen Reading:** view the document in full reading view in order to maximize the space available for reading or commenting on the document.
3. **Web Layout:** view the document as it would look as a Web page.
4. **Outline View:** view the document as an outline and show the outlining tools.
5. **Draft View:** view the document as a draft to quickly edit the text. Header and Footer will not be visible.

- **Show:** this function used to show the Ruler, Gridlines, and Navigation Pane when you choose them.
- **Zoom:** this allows you to zoom document. Click on zoom icon the following menu will appear.
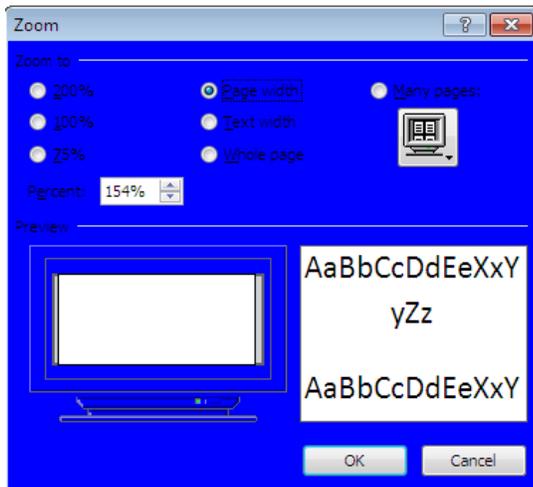
Review

- **Proofing:**
  1. **Spelling and grammar**:check the spelling and grammar of text in the document
  2. **Research :**open the research task pane to search through references materials, such as dictionaries.
  3. **Thesaurus** :suggests other words with a similar meaning to the words you have selected
  4. **Word count**: find out the number of words, character, lines, and symbols.
- **Language**:
  1. **Translate:** translate word or paragraph in to different languages by using bilingual dictionaries or machine translation.
  2. **Language:** Select language options.
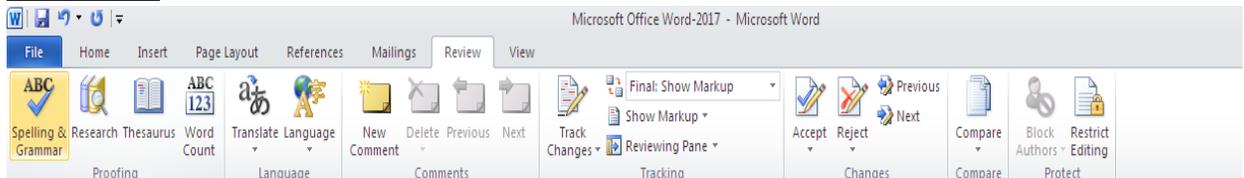
- **Comments:** Insert comment about the selection.