



Mustansiriyah Uni.
College of science
Atmospheric Science Dept.

الجامعة المستنصرية
كلية العلوم
قسم علوم الجو



المستوى الاول

Lecture Title | مهارات حاسوب 2 | عنوان المحاضرة

Lecturer Name | د. حنين حاكم | اسم التدريسي

لجنة التعليم الالكتروني

Introducing to Microsoft Office Professional 2010

Microsoft Office 2010 is a comprehensive system of programs, servers, services, and solutions, including a dozen desktop productivity programs that you can install on your computer, and four new online program versions. To meet the varying needs of individuals and organizations, Microsoft offers five different Office 2010 software suites, each consisting of a different subset of programs.

Office 2010 includes new features, new functionality, and an easy-to-use interface intended to streamline your computing experience and make it easier to learn new programs. Office 2010 makes it possible to work virtually anywhere—on the desktop, on the train, in the carpool line, in the coffee shop—with almost anyone, on any continent. And no longer are you tied to your desktop PC—now you can work on the go using Web-based and mobile versions of your favorite Office applications.

Opening Assurances

1. Functionality is the same; the interface is quite similar to Office 2007.
2. Files made in previous versions of Office can be opened in Office 2010.
3. Files created in Office 2010 can be saved in previous versions.
 - a. Files created in Office 2010 have the same file extensions as those created in Office 2007.
 - b. You can download a free Compatibility Pack to open Office 2007/2010 files in previous versions of Office.

Benefits of Office 2010

1. Office 2010 offers a set of solid improvements - to increase productivity and improve the look and functionality of your files.
2. The Ribbon is now consistent across all applications and can be customized.
3. The File menu is back! Missing in Office 2007, Microsoft has brought the File menu back - and it is now better than ever.

Microsoft office component (suite)

- Microsoft Word 2010 A word-processing program with which you can quickly and efficiently author and format documents.
- Microsoft Excel 2010 A spreadsheet program with which you can analyze, communicate, and manage information.
- Microsoft PowerPoint 2010 A program with which you can develop and present dynamic, professional-looking slide presentations.
- Microsoft OneNote 2010 A digital notebook program with which you can collect, organize, and quickly locate many types of electronic information.
- Microsoft Outlook 2010 A personal information management program with which you can manage e-mail, contacts, meetings, tasks, and other communications.
- Microsoft Access 2010 A database program with which you can collect information and output information for reuse in a variety of formats.
- Microsoft Publisher 2010 A desktop publishing program with which you can lay out newsletters, cards, calendars, and other publications.



Microsoft Access® 2010



Microsoft Excel® 2010



Microsoft InfoPath® 2010



Microsoft Office Communicator 2007 R2



Microsoft OneNote® 2010



Microsoft Outlook® 2010



Microsoft PowerPoint® 2010



Microsoft Publisher 2010



Microsoft SharePoint® Workspace 2010



Microsoft Word 2010



Office



Excel



OneNote



Outlook



Word



PowerPoint

What's in Microsoft Office 2010?

Similar to earlier releases, Microsoft Office 2010 is available in several versions, each designed with a specific group of users in mind, and each accessible via PC, browser, or phone. Here's what you'll find in each version of Microsoft Office 2010:

1- Office Professional Plus 2010 is for the high-end user who collaborates with others, manages data, and needs flexibility, mobility, and coauthoring capabilities. This edition includes Word 2010, Excel 2010, PowerPoint 2010, OneNote 2010, Outlook 2010, Publisher 2010, Access 2010, SharePoint Workspace 2010, InfoPath 2010, and Communicator 2010.

2- Office Professional 2010 is designed for the business user who needs all the power of the traditional applications as well as access to data management tools. This version includes Word 2010, Excel 2010, PowerPoint 2010, OneNote 2010, Outlook 2010, Publisher 2010, and Access 2010.

3- Office Standard 2010 removes Access 2010 from the mix. It offers users who work with documents, worksheets, marketing materials, presentations, notebooks, and—of course—e-mail and schedules just what they need: Word 2010, Excel 2010, PowerPoint 2010, OneNote 2010, Outlook 2010, and Publisher 2010.

4- Office Home and Business 2010 streamlines the suite to the basic applications used by small business and home users: Word 2010, Excel 2010, PowerPoint 2010, OneNote 2010, and Outlook 2010.

5-Office Home and Student 2010 is geared toward student and home users, offering the traditional applications for creating documents, worksheets, presentations, and workbooks: Word 2010, Excel 2010, PowerPoint 2010, and OneNote 2010.

6-Office Professional Academic 2010 is designed for faculty members who need access to all the core applications—Word 2010, Excel 2010, Outlook 2010, PowerPoint 2010—as well as OneNote 2010, Access 2010, and Publisher 2010.

7-Office Starter 2010 is for the beginning user who wants to work with only Word 2010 and Excel 2010.

Modifying the Display of the Ribbon

The goal of the Microsoft Office 2010 working environment is to make working with Office files—including Microsoft Word documents, Excel workbooks, PowerPoint presentations, Outlook e-mail messages, and Access databases—as intuitive as possible. You work with an Office file and its contents by giving commands to the program in which the document is open. All Office 2010 programs organize commands on a horizontal bar called the *ribbon*, which appears across the top of each program window whether or not there is an active document.

Commands are organized on task-specific tabs of the ribbon, and in feature-specific groups on each tab. Commands generally take the form of buttons and lists. Some appear in galleries in which you can choose from among multiple options. Some groups have related dialog boxes or task panes that contain additional commands.

Introduction to Microsoft Word 2010


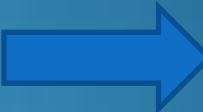

Is a word processing program that is used to create professional looking documents such as reports, resumes, letters, memos, and newsletters. It included many powerful tools that can be used to easily create and edit documents, and collaborate with others. with word user interface you can perform basic tasks such as starting and existing the program ,creating, saving, opening, closing, editing, paragraph formatting (including line spacing, indenting and creating bulleted or numbered list)and document formatting (including headers and footers), and printing documents, applying styles and other automatic formatting options, creating tables, applying borders and shading to text and tables, and inserting graphics into document and getting help.

Working with word 2010

1- Start  all programs  Microsoft

office2010  word2010.

2- Desktop  icon.

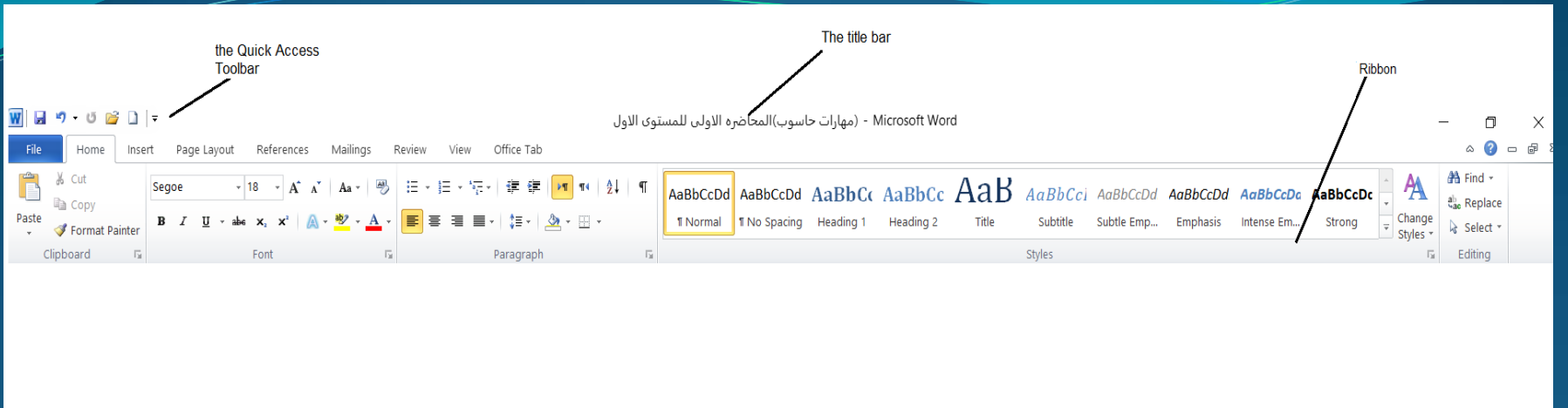
3- My Computer  C: /Program files 
Microsoft Office  Microsoft word

The extension of files in word documents are (* .doc).

Microsoft Word window titled "مهارات حاسوب)المعاضره الاولى للمستوى الاول - Microsoft Word". The ribbon includes File, Home, Insert, Page Layout, References, Mailings, Review, View, and Office Tab. The Home ribbon is active, showing Font, Paragraph, and Styles groups. The Font group includes options for font face (Segoe), size (18), bold, italic, underline, strikethrough, text color, and background color. The Paragraph group includes options for bullet points, numbering, indentation, and alignment. The Styles group includes options for Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis, and Strong. The document title bar shows "المعاضره الاولى للمستوى الاول (مهارات حاسوب)". The status bar at the bottom indicates "Page: 10 of 10", "Words: 1,710", and "English (U.S.)". The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date "5/11/2020" and time "5:11 PM".

Ms Office word 2010 program window contains the following elements:

1-The title bar displays the name of the active document. At the left end of the title bar is the program icon, which you click to display commands to move, size, and close the program window. Three buttons at the right end of the title bar serve the same functions in all Windows programs: You can temporarily hide the program window by clicking the Minimize button, adjust the size of the window by clicking the Restore Down/Maximize button, and close the active document or exit the program by clicking the Close button.



3-The Quick Access Toolbar appears to the right of the program icon at the left end of the title bar. Each program has a default set of Quick Access Toolbar buttons; most commonly, the default Quick Access Toolbar displays the Save, Undo, and Redo buttons. You can change the location of the Quick Access Toolbar and customize it to include any command to which you want to have easy access.

Below the title bar is the ribbon. All the commands for working with file content are available from this central location so that you can work efficiently with the program.

Most common tools in Ms Word

File menu

1- Info. information about document such as file path, document title, author, file name,...

2- New. When starting word, it opens to a blank new document. By default this new document is named "document1" until saving the file and give it new name.

3- Open. Click File Menu, and then click Open.

Ensure that the look in list box displays the name of the folder containing the document

Click the document's name

Click the Open button

4- Save. Word provide several ways to save documents. You can save the active documents you are working on, whether it is new or existed previously. You can save all open documents at the same time.

Saving a new unnamed word documents then Click save.

5- Save as. you can save active document with a different name or in a different location.

6- Print. Printing a word document provides hard copy that can read, review, and modify with a pen or pencil. You can print the document using the print command in the **File Menu** or by clicking the **Print** button.

Printing the active word document

Click **Print** from **File Menu**.

Make any needed changes in the print dialog box, such as paper range, number of copies.

Click the **ok** button in the print dialog box

7- Close.

When finish a document and want to move on to another activity, you close the document.

Click **File Menu**

Click **close**

Click **yes**, if necessary, to save changes.