

WORD PROCESSING PART (1)



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ASSISTANT LECTURER

Word Processors

Word processors offer you the flexibility to format documents by making changes to the font, the page layout, and the page style.

► Starting Microsoft Word

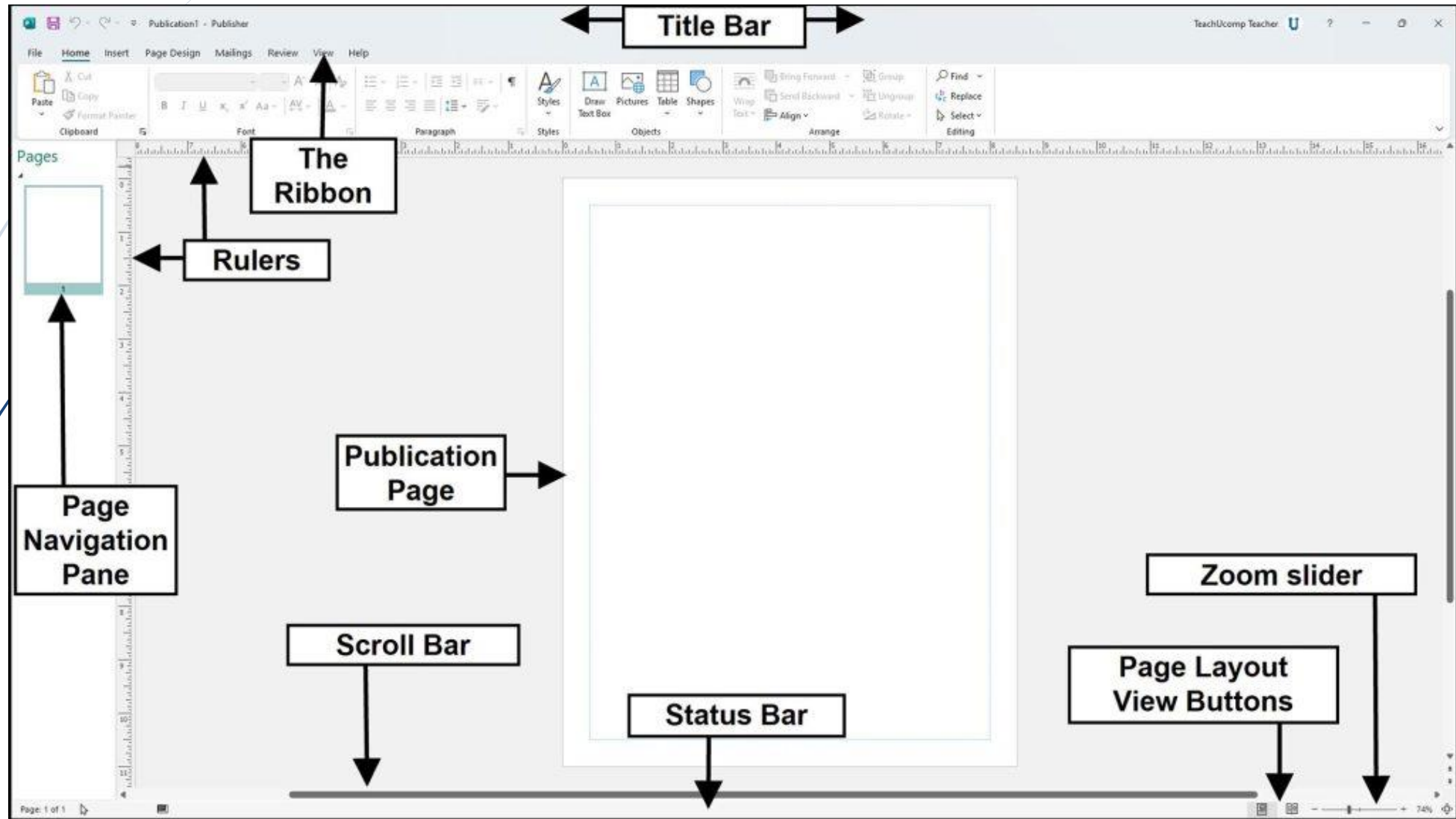
From the Start Menu

1. Click the **Start Menu**.
2. Click the **All Programs** option from the menu .
3. Search for **Microsoft Office** from the submenu and click it.
4. Search for **Microsoft Word** from the submenu and click it.

► **Or** double-click on the Word desktop icon.

► **Or** From the Search Window by typing Word and click it.

MS Word Window









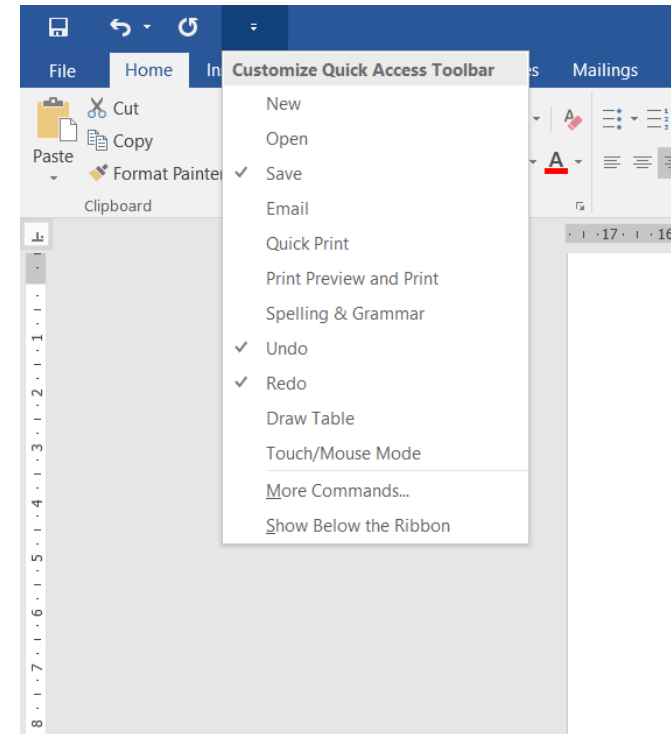
Title bar

This lies in the middle and at the top of the window. Title bar displays the name of the document you are currently using.

➤ Quick Access Toolbar

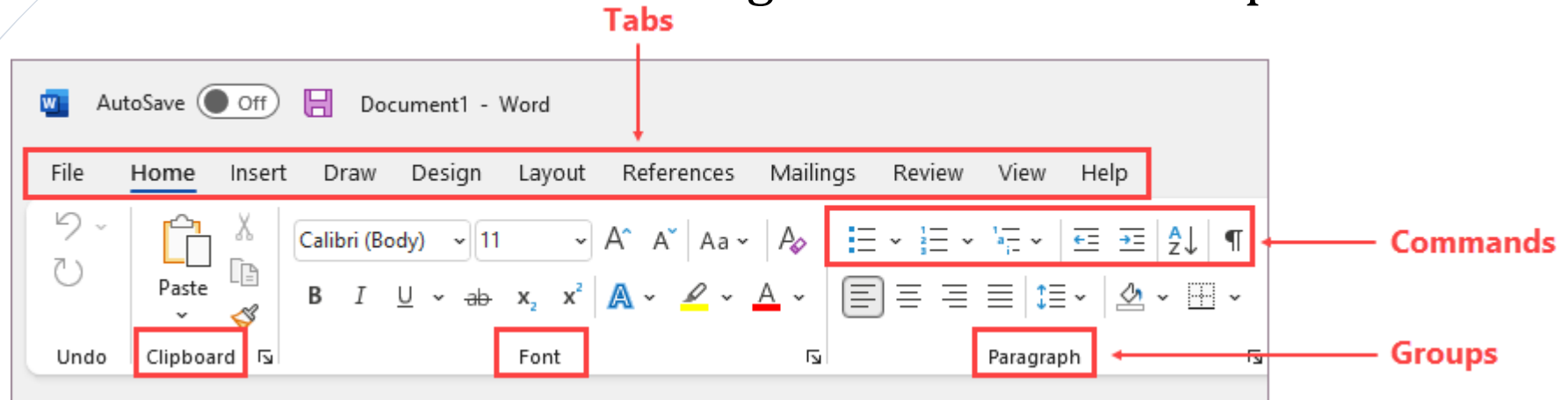
provide immediate access to an operation.

- | | |
|---|---|
|  Save | Saves the current document |
|  Save As | Allows you to save the current document under a different name or location |
|  Open | Opens a previously saved document |
|  Close | Closes the current document |
|  Options | Provides access to options that allow you to control how Word looks and works |
|  Exit | Allows you to close and exit Microsoft Word |



Ribbon

Ribbon contains commands organized in three components:



- ▶ **Tabs:** These appear across the top of the Ribbon and **contain groups of related commands.** Home, Insert, Page Layout, etc.
- ▶ **Groups:** They **organize related commands;** each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment, etc.
- ▶ **Commands:** Commands appear within each group as mentioned above. you are currently using.

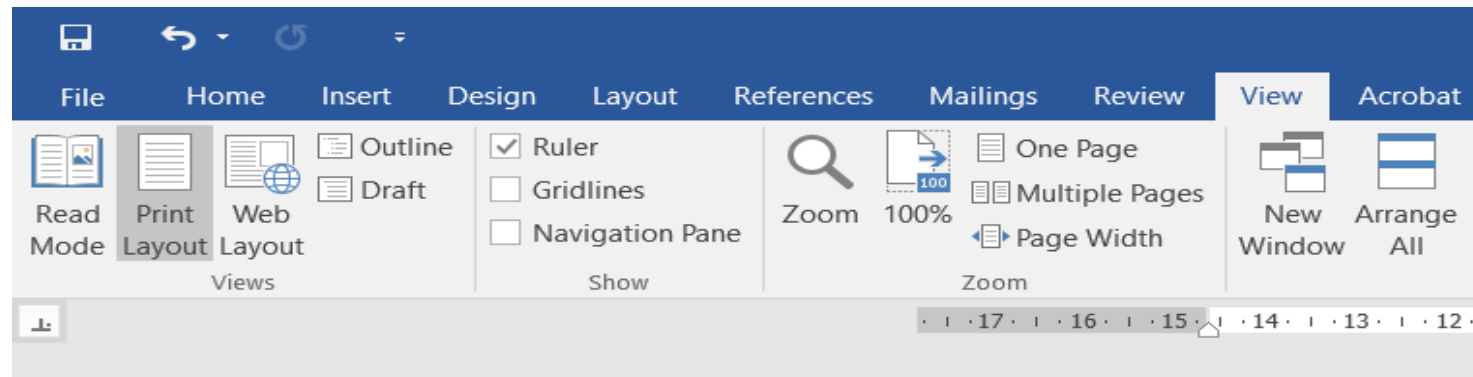
Rulers

Word has two rulers, a horizontal and a vertical ruler. It uses them to determine where you want to place an object. If the rulers do not display in your Word window:



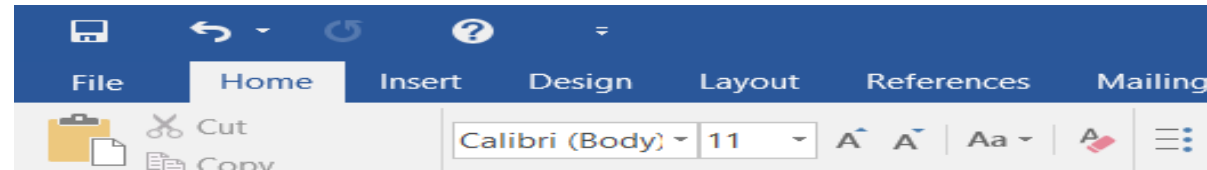
To Hide or View the Ruler:

- Click on view tab → show group → select or not to view ruler or not.



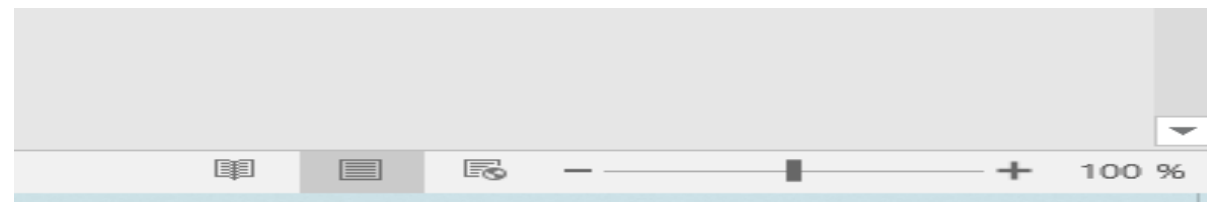
Help , Zoom Control and View Buttons

The Help Icon can be used to get word related help anytime you like. This provides nice tutorial on various subjects related to word.



Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider to increase/decrease the zoom ratio for your document.

The group of three buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch through the Word's various document views





View Buttons

Microsoft Word gives you Three different views of a document

- **Print Layout view:** This displays pages exactly as they will appear when printed.
- **Read view:** This gives a full screen view of the document.
- **Web Layout view:** This shows how a document appears when viewed by a Web browser, such as Internet Explorer.

Document Area

This is the area where you type.

- **Insertion point**

It represents the location where text will appear when you type.

- **Status Bar**

This bar contains the total number of pages and words in the document, language, etc.

You can configure the status bar by right-clicking anywhere on it.

File Tab

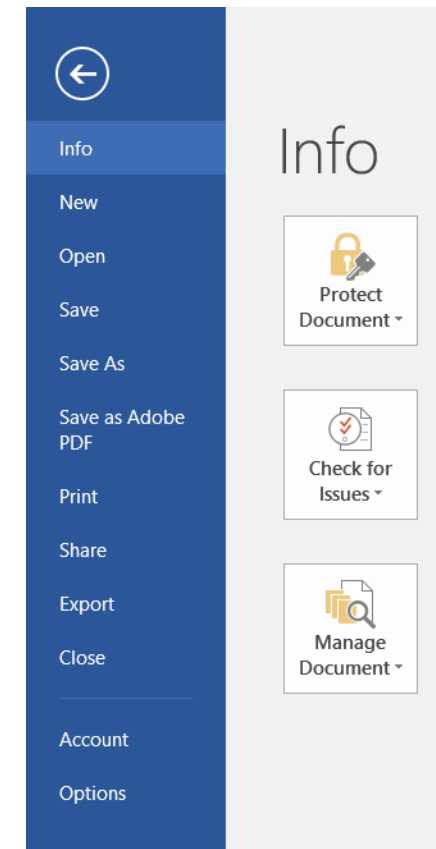
- Word files are called documents. Whenever you start a new project in Word, you'll need to create a new document
- This tab provide more options for working with a document.

➤ How to Create a New, Blank Document

1. Click the **File tab**.
2. Click **New**.
3. Select **Blank Document**.

➤ How to Open an Existing Document

1. Click **File tab**.
2. Select **Open**.
3. Select the document you want to open from dialog box, and then click **open**.





File Tab

▶ How to Save a Document

❖ Use the **Save As** Command:

Save As allows you to choose a name and location for your document. **It's useful if you want to save in another location or by another name.**

1. Click **File tab**.
2. Select **Save As**.
3. The Save As dialog box will appear. Select the **location** where you wish to save the document.
4. Enter a **name** for the document and click **Save**.

File Tab

► To Use the Save Command:

It's useful if you have made changes to the document, the file will automatically save without a dialogue box coming up by:

1. Click the **Save** command.
2. The document will be saved in its current location with the same file name.

Or press the **Ctrl + S** keys from keyboard to save the changes.

If you are saving for the first time and select Save, **the Save As dialog box will appear.**

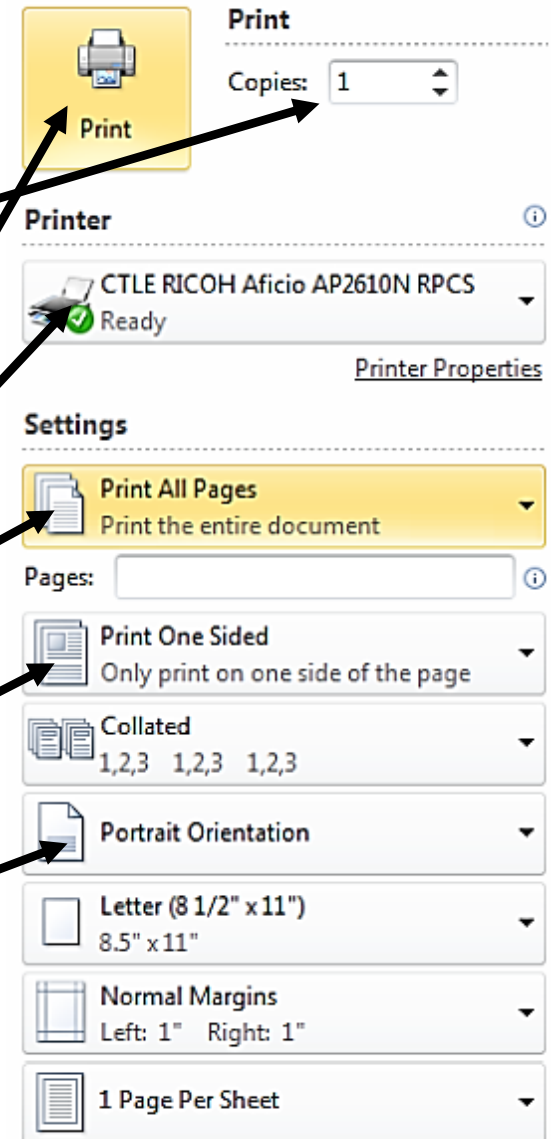
File Tab

- How to Print a Document
- To print your document:
- 1. Click the **File tab**.
- 2. Click the **Print** command.
- 3. Select the number of copies.
- 4. Click the Print button to print your document.

If you want to change the setting such as:

- ❖ This dropdown shows the available printers.
- ❖ Select to print the (all pages, current page, custom page range).
- ❖ Select to print the document (one or both sides).
- ❖ Select the Orientation (landscape, portrait).

Print preview automatically displays when you click on the Print command in the file tab.



File Tab

➤ Close the active document **without closing Word**

1. Click the **File tab**.
2. Select **Close**.

Or press **ctrl +w** from keyboard.

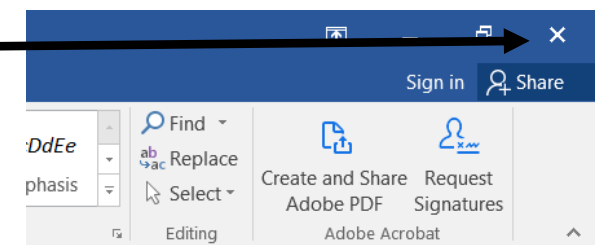
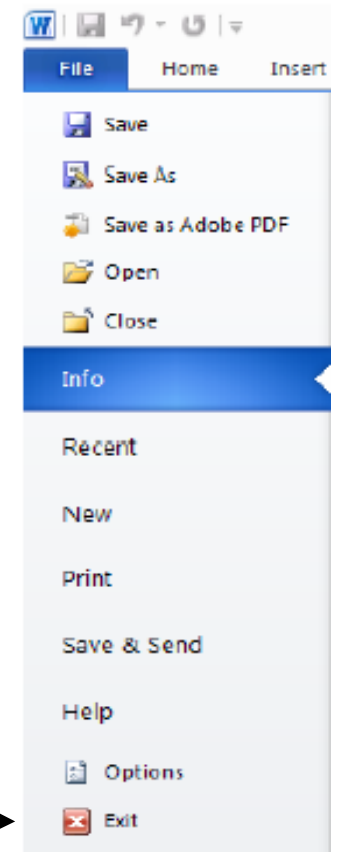
➤ Exit Microsoft word

➤ If you want to leave the Word program:

➤ 1. Click the **File tab**.

➤ 2. Click **Exit**.

➤ Or **click X** in the top right of window.



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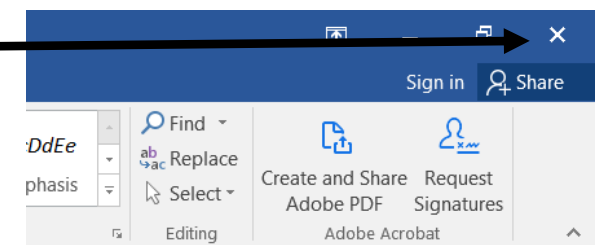
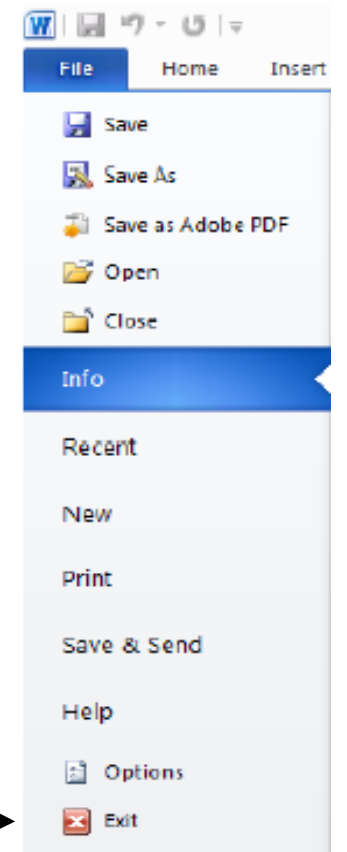
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Thank
You

FOR
LISTENING