

WORD PROCESSING PART (2)

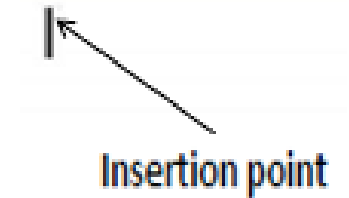


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ASSISTANT LECTURER

Working with Text (insert and delete)

➤ **Insert Text:**

1. Click the mouse in the location you wish text to appear . The insertion point appears.
2. Write the text you wish to appear.



➤ **Delete Text:**

Using Backspace & Delete Keys

❖ **Backspace**

place the insertion point after the text you want to delete and press the Backspace key to delete text to the left of the insertion point.

❖ **Delete**

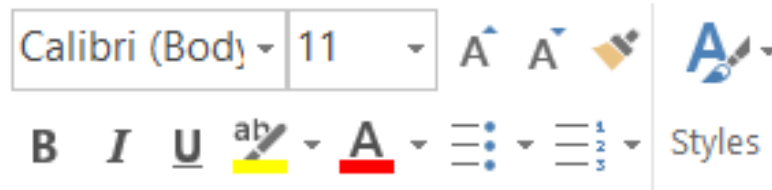
place the insertion point before the text you want to delete and press the Delete key to delete text to the right of the insertion point.

Working with Text (Select Specific Text)

■ Select Specific Text:

You can select a specific text, line of text, or one or more paragraphs.

1. Place the insertion point in front of the of the text, sentence, or paragraphs you want to select.
 2. Click and hold while you drag your insertion point to select the text you want.
- ❖ A highlighted box will appear over the selected text and a toolbar with formatting options appears. This makes formatting commands easily accessible, which may save you time. If the toolbar does not appear at first, try moving the mouse over the selection.



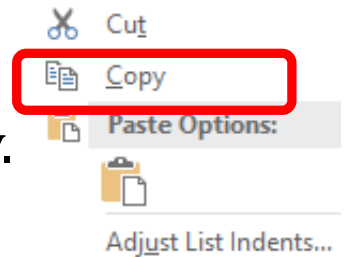
Note: To select a single word quickly double-click that word.

Working with Text (Copy, Cut & Paste)

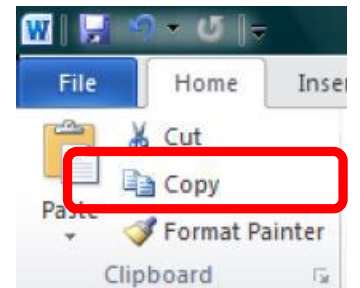
➤ Copy

Creating a duplicate copy of the text at the desired location without deleting the text from its original location.

1. Select the text you want to copy.
2. You have various options available to copy the selected text.
 - ❖ Using **Right-Click**: right-click on the selected text, click Copy.



- ❖ Using **Ribbon Copy Button**: click the copy button available at the ribbon.



- ❖ Using **Ctrl + C** Keys from keyboard.

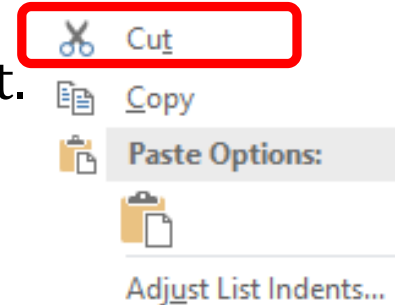
Working with Text (Copy, Cut & Paste)

➤ Cut

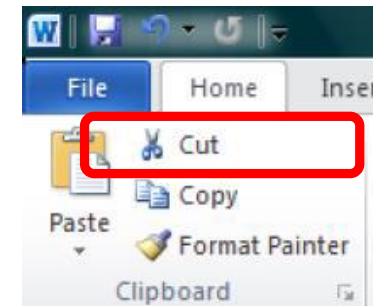
Moving the text from its original location to a new desired location.

1. Select the text you want to cut.
2. You have various options available to cut the selected text.

❖ Using **Right-Click**: right-click on the selected text, click Cut.



• Using **Ribbon Cut Button**: click the Cut button available at the ribbon.

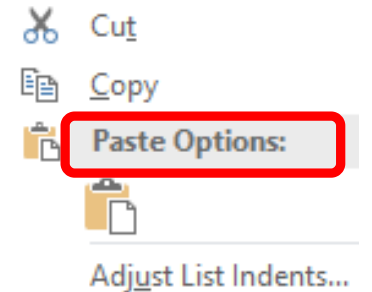


• Using **Ctrl + X** Keys from keyboard.

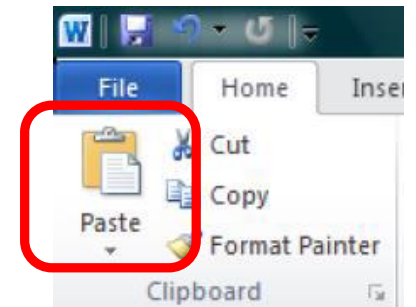
Working with Text (Copy, Cut & Paste)

➤ Past

1. Click at the place where you want to put the selected text.
 2. You have various options available to past the selected text.
- ❖ Using **Right-Click**: right-click at the place where you want to past the selected text, click Past.



- ❖ Using Ribbon Paste Button: click the Paste button available at the ribbon.



- ❖ Using Ctrl + V Keys from keyboard.

Working with Text (Undo & Repeat operations)

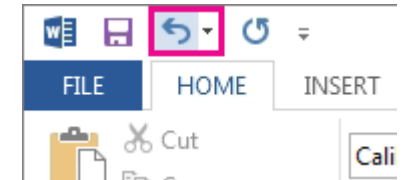
▶ Undo & Repeat operations

Microsoft word provides two important features called the **Undo** and the **Repeat** or **Redo**.

❖ **Undo feature** is used to reverse the last action you performed.

you can access by clicking Undo command from the **Quick Access toolbar**

Or Ctrl + Z Keys from keyboard (Undo the previous action).



❖ **Redo feature** is used to repeat the last action.

you can access by clicking Redo command from the **Quick Access toolbar**.

Or Ctrl + Y Keys from keyboard (Redo the previous action).



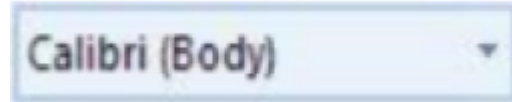
Formatting Text

► The Home Tab

The **Font Group** in the Home Tab allows you to change your text font style, size, color and many other elements.

To do that, select the text which needs to be changed and do the following:

❖ Change the Font Type

A screenshot of a font dropdown menu in a software application. The text 'Calibri (Body)' is displayed in a light blue box with a small downward-pointing arrow on the right side.

1. Select the text and click Home tab, find the Font toolbox.
2. Click the Font Type button to list down all the fonts available.

❖ Change the Font Size



1. Select the text and click Home tab. find the Font toolbox.
2. Click the Font Size button to list down all the fonts size available, Click on the size you require, for example choose (14).

Formatting Text

➤ Change the Font Color



1. Select the text and click Home tab, find the Font toolbox.
2. Click the Font color button to list down all the colors available, for example choose (blue color).

➤ Change the Text Case



1. Select the text and click Home tab, find the Font toolbox.
2. Click the Change Case button to list down all the options available, select the desired case option from the list, which includes: Sentence case, lowercase, UPPERCASE, Capitalize Each Word, and tOGGLEcASE.

➤ Highlight the Text



1. Click the Text Highlight Color button from Home, tab to list down all the Highlight Color available.
2. Select the text you wish to highlighting it.

To clear highlighting, click the highlighted color button again.

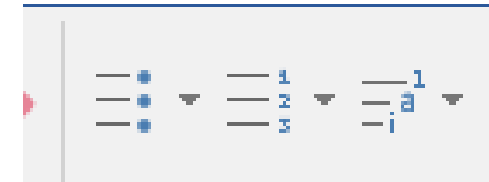
Formatting Text

► How to format text bold, italics, underline, strike-through

Bold - **B** Italic - *I* Underline - U

1. Select the text and click **Home tab**, find the **Font toolbox**.
2. Click the "**B**" will make your text **BOLD**, the "*I*" will put it in italics, and the "U" will add an underline to your text, the "~~abc~~" will add a line through your text.

► How to add Bulleted or Numbered List



You can use the bullet or numbering options to **organize information into lists**.

1. Select a list of text to which you want to assign bullets or numbers.
2. From the **Home tab**, click the **Paragraph group**.
3. Click the **Bullets or Numbering buttons** to list down all the Bullet or Numbers available, Select the bullet or number you would like to be inserted.

Formatting Text

► How to Create a Multilevel-List



1. Select the text that you want to format as a multilevel list.
2. From the **Home tab**, click the **Paragraph group**.
3. Click the **Multilevel List buttons** to list down all the Bullet or Numbers available, Select the bullet or number you would like to be inserted.
4. Position your insertion point at **the end of a list item** and press the **Enter key** then, press the **TAB key** from keyboard.

Formatting Text

➤ How to Align Text



There are four types of paragraph alignment available in Microsoft Word. left-aligned, center-aligned, right-aligned, and justified.

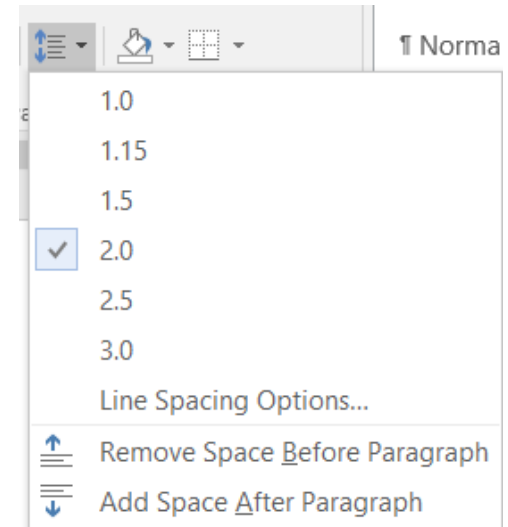
1. From the **Home Tab**, click the **Paragraph toolbox**.
2. Select the text that you would like to align.
3. Select the icon for left, center, right, or justify:
 - ❖ **Align Left:** Aligns all the selected text to the left margin.
 - ❖ **Align Center:** Aligns all the selected text in center (an equal distance from the left and right margins).
 - ❖ **Align Right:** Aligns all the selected text to the right margin.
 - ❖ **Justify:** Justified text is equal on both sides and lines up equally to the right and left margins.

Formatting Text

➤ How to change the line and paragraph spacing

1. From the Home Tab, click the Paragraph toolbox.
2. Select the text that you would like to change the spacing.
3. Select the line spacing button .

The dropdown arrow will allow you to see the different choices for line and paragraph spacing.



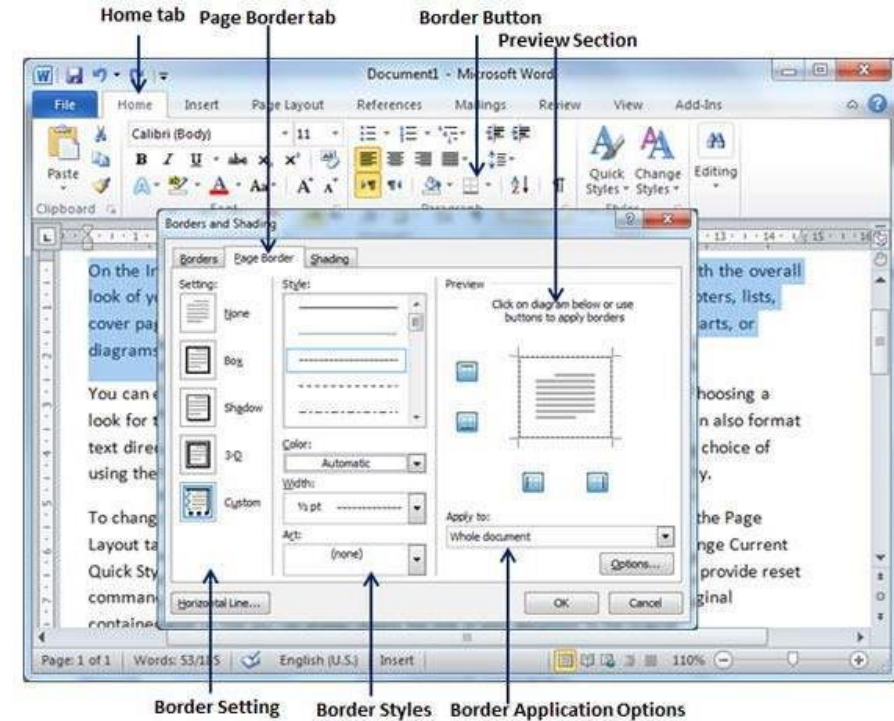
➤ How to increase or decrease the indent of a paragraph

1. From the Home Tab, click the Paragraph toolbox.
2. Select the text that you would like to increase the indentation of.
3. Click either the increase or decrease indent button.



Add Borders to Page

1. From the Home Tab, click the Paragraph toolbox.
2. Click the Border Button to display a list of options.
3. Select the Border and Shading option available at the bottom.
4. Click the Page Border tab which will display a list of border settings, styles and options whether this border should be applied to the whole document or just one page or the first page.
5. You can customize your border by setting its color, width.

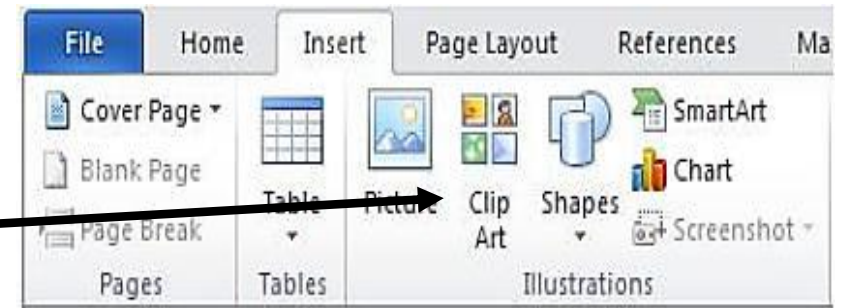


The Insert Tab

You can add a picture to your document from the "**Clip Art**" album that comes with the program, or you can **insert pictures** from a file that you have previously saved on the computer.

► How to add Clip Art

1. Place insertion point where you wish to insert the picture in your document.
2. From the Insert tab, in the **Illustrations** toolbox, Click **Clip Art** button.
3. Clip Art pane will display. From the **search bar** type in the clip art you are looking for and click Go.
4. **Double-click** on the clip art to insert it into your document.





The Insert Tab

► How to Insert Pictures from File saved in your compute

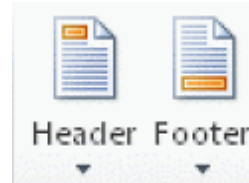
1. Click where you want to insert the picture in your document.
2. On the Insert tab, in the Illustrations group, click Picture.
3. Locate the picture that you want to insert. For example, you might have a picture file located in My Documents.
4. Click the picture that you want to add, then click insert.

► How to Resize a Picture

1. Select the picture you want to resize, small circles or squares, also known as sizing handles, will appear at the corners and sides of the picture.
2. Click and hold on a sizing handle away from or toward the center to increase or decrease the size of the picture.

Header & Footer

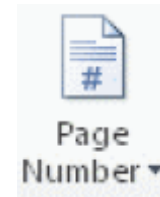
How to add a Header & Footer



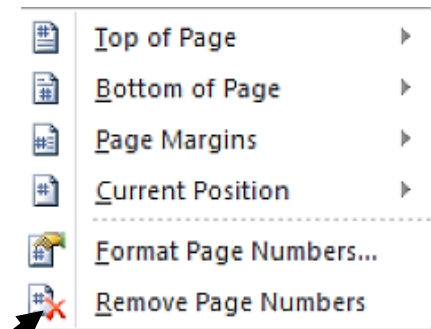
1. From the **Insert Tab**, click **Header & Footer** toolbox.
2. Click the **Header or Footer button** that you want to add to your document, and your header or footer area will open.
3. Type text in the header or footer area.
4. To return to the body of your document, click **Close Header and Footer** on the Design.



How to add Page Numbers



1. From the **Insert Tab**, in the **Header & Footer** toolbox
2. Click **Page Number** button.
3. From the dropdown menu, select the location where you would like to place your page numbers.
4. To remove page number form your document, Click **Remove** at the bottom of the menu.



Tables

► How to Insert a Blank Table

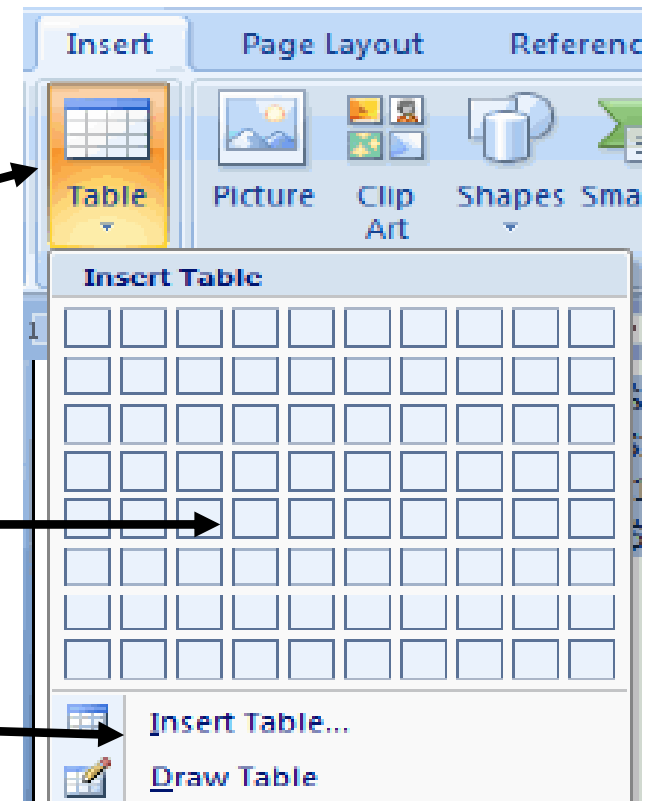
A **table** is a grid of cells arranged in rows and columns.

1. Place insertion point where you wish to insert a blank table in your document.

2. From the **Insert Tab**, click the **Tables toolbox**, click the **Table button**.

3. Click and drag over the small boxes to determine the number of columns and rows for your table, you will see a highlighted the rows and columns .

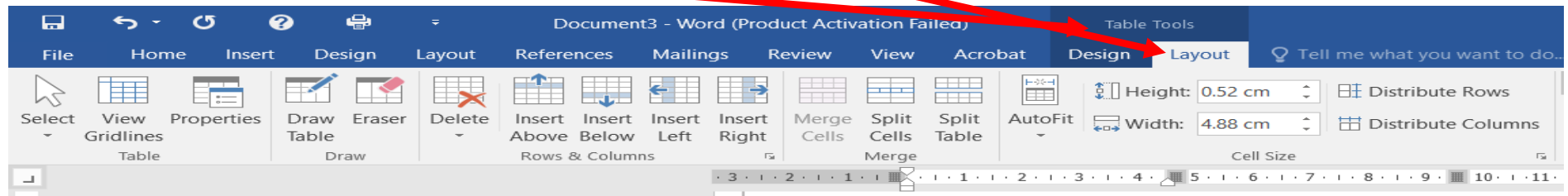
Or, you can click the **Insert Table** menu item to type in the number of columns and rows.



Tables

➤ How to add Row/Column to Table

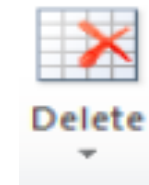
1. Click on the table.
2. Under **Table Tools**, go to the **Layout** tab.



3. Click on the Insert Above or Insert Below to add a row, Click on Insert Left or Insert Right to insert a column.

➤ How to Delete Table, Row, Column or Cell

1. Click on the Table, Row, Column or Cell.
2. Under Table Tools, go to the Layout tab.
3. Click on Delete to remove table, column, row or cell.



Or can delete row or column by Select the row or column. Right-click your mouse and Select Delete Columns or Rows.



Thank
You

FOR
LISTENING