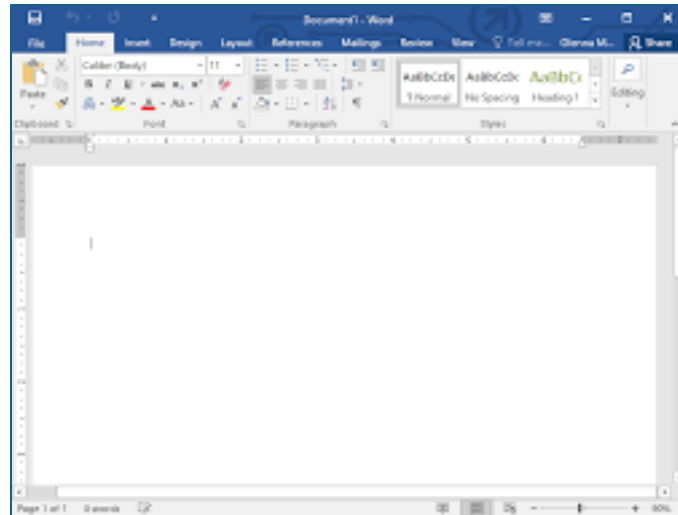


MS Word Processing

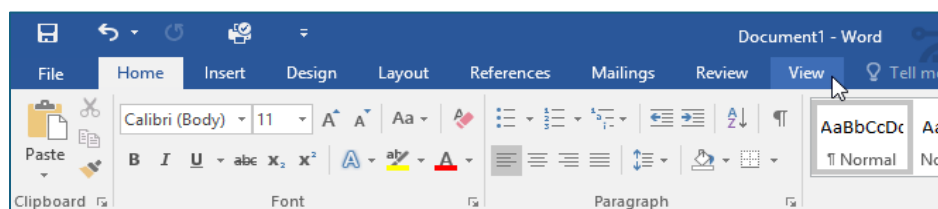
1. Introduction to Word Processing

Word Processing refers to the use of computer software to create, edit, format, and print documents.



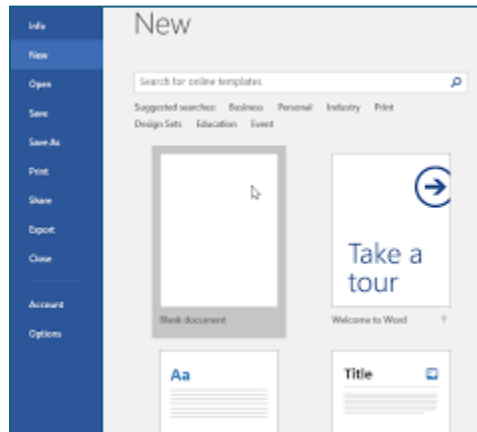
2. Word Processing Basics

- A word processor allows users to type, edit, and store text.
- It offers features like cut, copy, paste, spell check, formatting, and table handling.
- Unlike typewriters, word processors allow easy modifications and corrections.



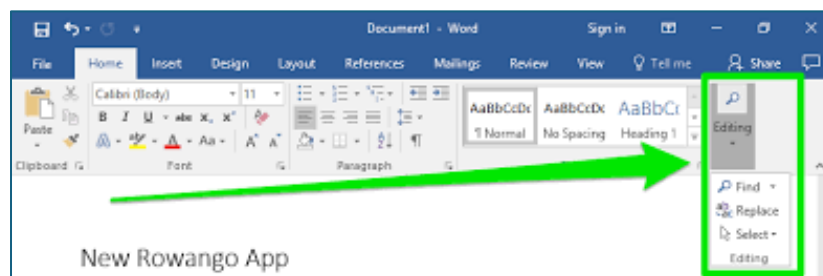
3. Opening and Closing Documents

- **Opening a Document:** Click on *File* → *Open* and choose the file you want to open.
- **Closing a Document:** Click *File* → *Close* or simply close the window.
- **Creating a New Document:** Click on *File* → *New* to start with a blank page.



4. Text Creation and Manipulation

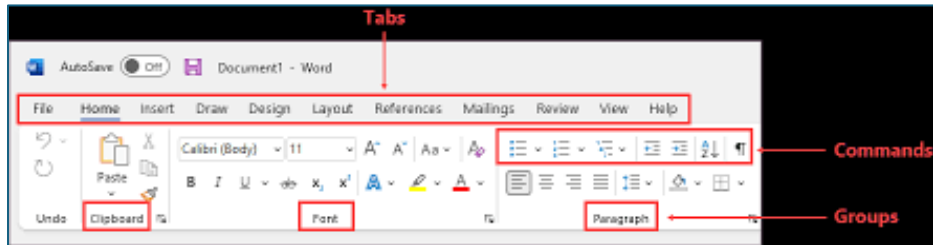
- You can type text directly into the document.
- **Editing tools:** Cut, Copy, Paste, Undo, Redo.
- **Find and Replace:** Helps in quickly locating words and replacing them.



5. Formatting of Text

- **Font Style & Size:** Change the look and size of text.
- **Bold, Italic, Underline:** Highlight important words.

- **Paragraph Alignment:** Left, Right, Center, Justify.
- **Line Spacing and Indentation:** For better readability.



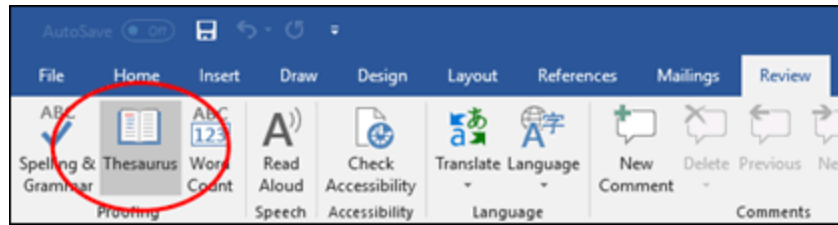
6. Table Handling

- Insert tables via *Insert* → *Table*.
- You can add or delete rows and columns.
- Tables help in organizing data systematically.



7. Spell Check, Language Setting, and Thesaurus

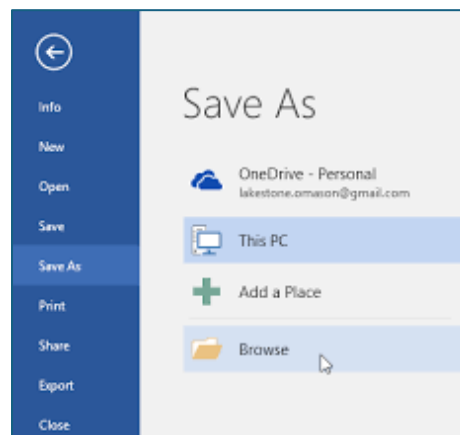
- **Spell Check:** Automatically detects spelling mistakes and suggests corrections.
- **Language Setting:** Change the document language (e.g., English, Arabic).
- **Thesaurus:** Suggests synonyms to improve vocabulary.



8. Save a Word Document

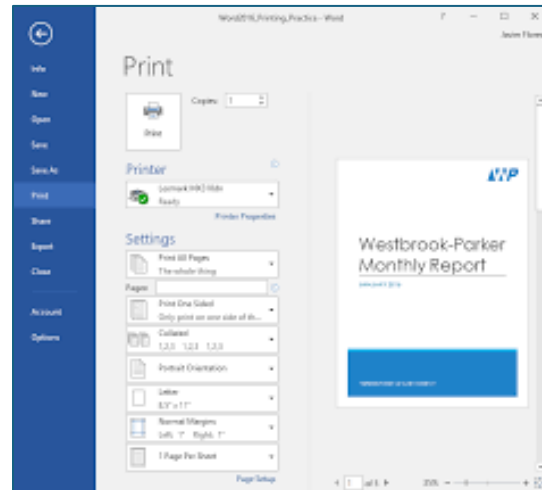
1. **Click** on the **File** tab.
2. **Select Save** or **Save As**.
3. In the Save As dialog box, **choose** where you want to save your document:
 - OneDrive (for cloud storage and automatic syncing)
 - This PC (for local storage)
 - Browse (to navigate to a specific folder)
4. **Enter** a name for your document in the "File name" field.
5. **Click Save**.

Note: Make sure Save as type is Word Document (*.docx). This will save the document as a Word 2016 document.

























9. Printing a Word Document

- To print: **File** → **Print**.
- Choose the printer, number of copies, and page range.
- Print Preview helps check the layout before printing.



The table lists some of the toolbar buttons and provides brief descriptions of each

Name	Icon	Use
New		Creates a new blank document based on the default or current template.
Open		Opens a document previously created and saved in Word.
Save		Saves new changes to the current document or file, with its filename, location, and document format.
Print		Prints the active document or selection.
Cut		Removes the selected item from the active document and places it in the Clipboard.
Copy		Copies selected text or object to the Clipboard.
Paste		Pastes the item you cut or copied into (the position of the insertion point) the document from the Clipboard.
Font	Times New Roman ▾	Change the font of the selected text or number. Click the drop-down arrow beside the box and select a font from the list.

Font Size		Changes the size of the selected text or number. Enter a size value in the box or select an appropriate size from the drop-down list.
Bold		Applies or removes bold formatting to or from a selected text or number.
Italic		Make selected text or number italic but removes italic from selected text or number if it's already italic.
Underline		Underlines (rules a line) or removes underline formatting from selected text or number.
Font Color		Allows you to add, modify, or remove the text color of the selected text.
Align Right		Aligns the selected text, number, or inline objects to the right, with a jagged edge.
Align Left		Aligns the selected text, number, or inline objects to the left, with a jagged edge.
Justify		Align the selected paragraphs to both the left and right margins or indents.
Center		Centered alignment positions the text evenly between the margins on either side of the page.
Line Spacing		<i>Line spacing</i> is the space between each line in a paragraph.
Numbering		Adds numbers to or removes numbers from selected paragraphs.
Bullets		Adds bullets to or removes bullets from the selected paragraphs.
Table		Click Insert > Table and move the cursor over the grid until you highlight the number of columns and rows you want.
Thesaurus		Use to find synonyms (words with similar meanings) and, in some cases, antonyms (words with opposite meanings) for a selected word.
Find		To help you quickly locate specific characters, words, or phrases within your document