

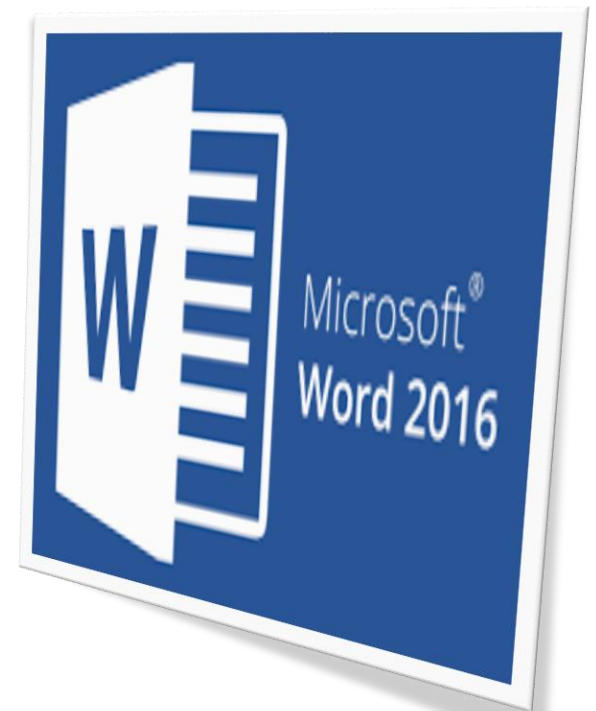
الجامعة المستنصرية
كلية العلوم / قسم علوم الحاسوب
المرحلة الاولى / صباحي / مسائي

Computer Skills 2



Microsoft Word 2016

- 1. Main Page Components**
- 2. File Tab Components**
- 3. Ribbon Components**
- 4. The Quick Access Toolbar**
- 5. The Mini Toolbar**
- 6. The Status Bar**
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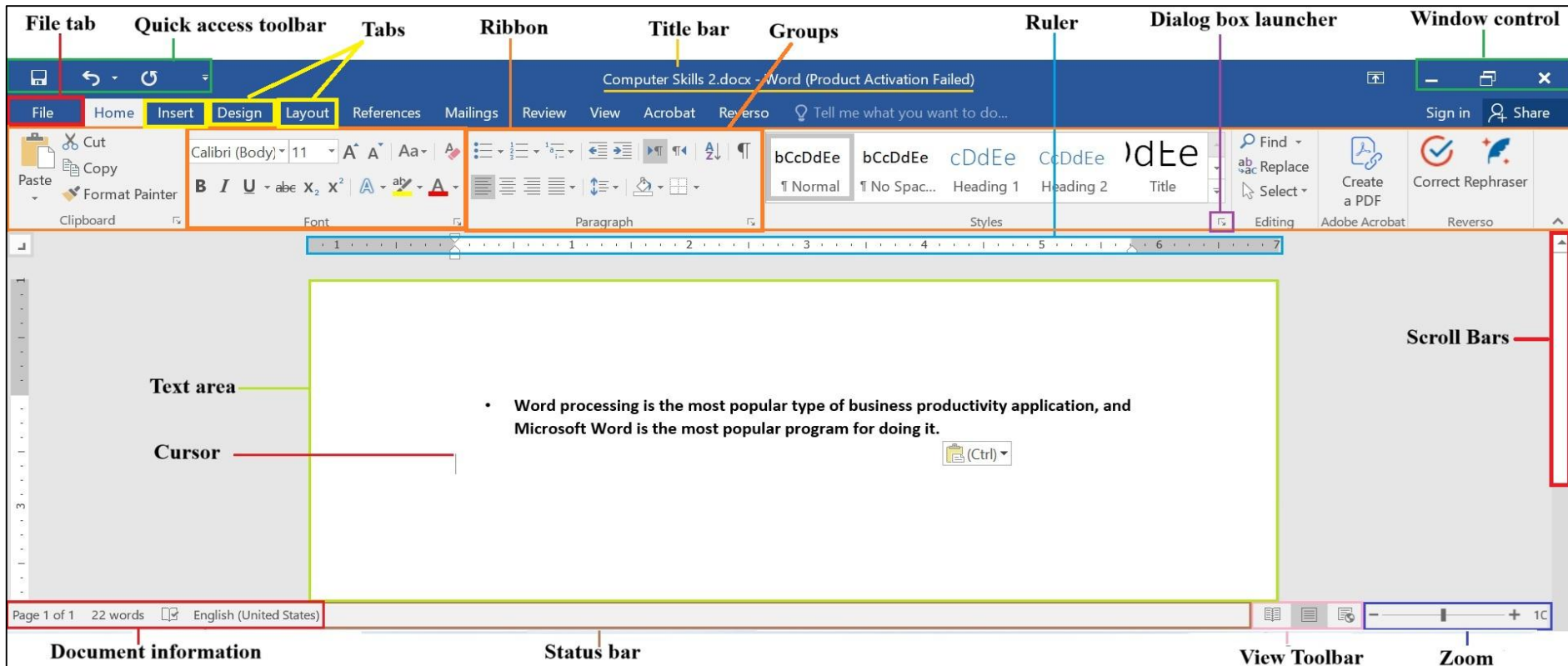
Microsoft Word 2016

- **Microsoft Office** has become a leading platform for driving productivity at home and in the workplace.
- **Microsoft Word** is a graphical word-processing program with many helpful tools for typing and saving documents.
- Microsoft Office Word 2016 is the **16th version** of Microsoft's powerful word processing program. Using Word, you can **create professional documents** of nearly any type. You can add **tables, charts, shapes, photos,** and more.
- The **files that you will create** with Microsoft Word are called **documents**. Each document is composed of **one or more pages**. Since these documents are electronic files, they can be easily **saved, modified, shared,** and **printed**.



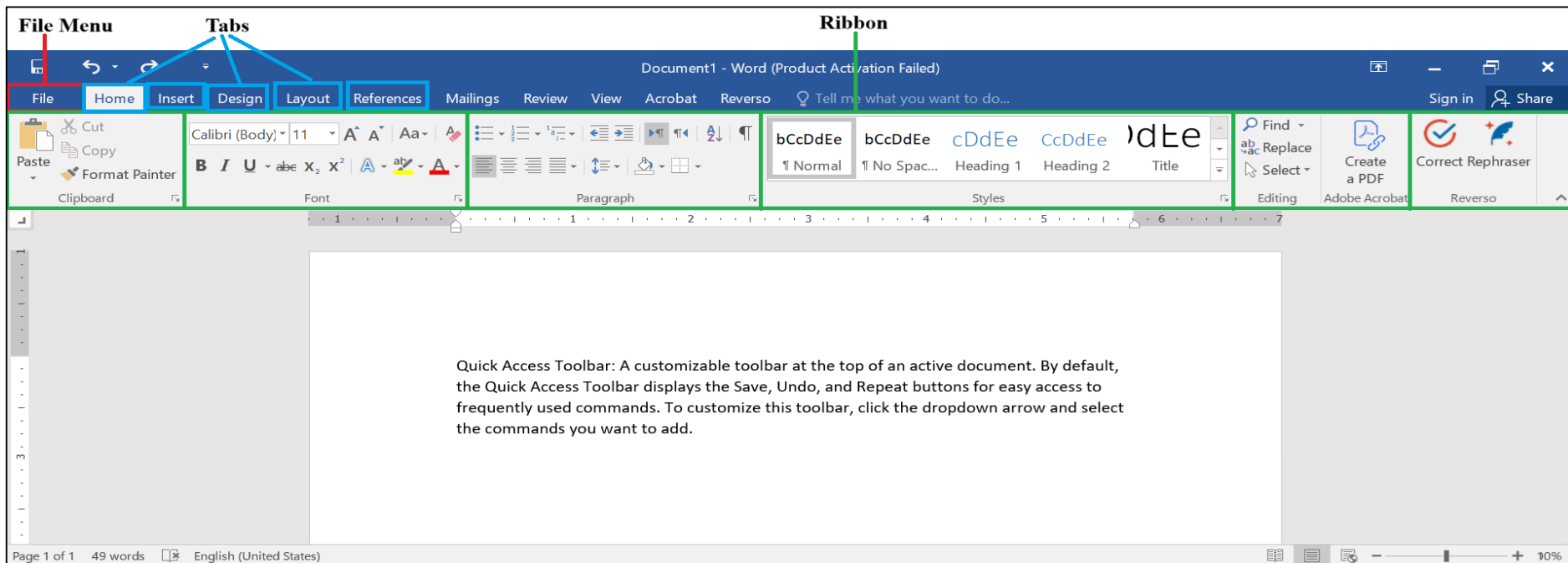
Main Page Components

1. Text area
2. Cursor
3. Document Information
4. Status Bar
5. View Toolbar
6. Zoom
7. Title Bar
8. Groups
9. Tabs
10. File Tab
11. Quick Access Toolbar
12. Ribbon
13. Ruler
14. Dialog Box Launcher
15. Window Control
16. Scroll Bars



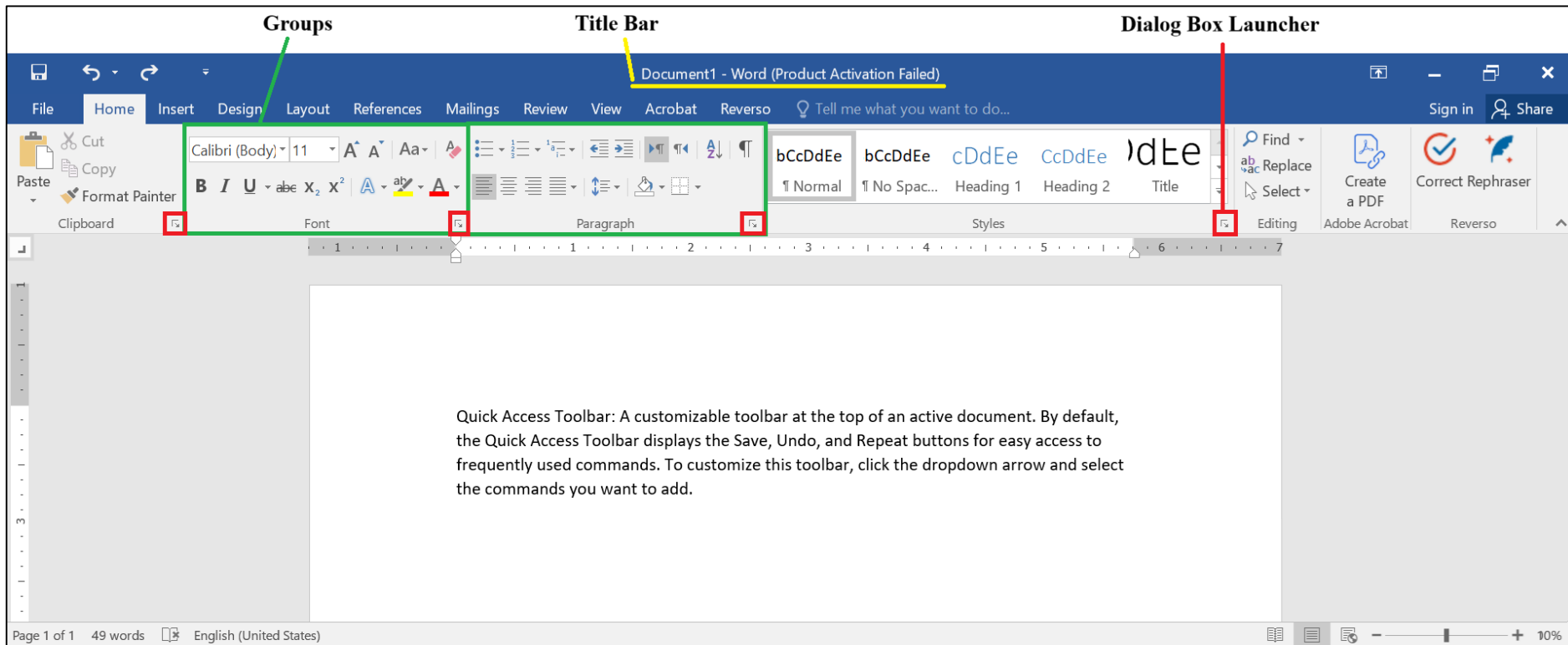
Main Page Components

- **File Menu:** The File tab will bring you to where **you manage your files and the data** about them, creating, opening, printing, saving, inspecting for hidden metadata or personal information, and setting options.
- **Ribbon:** An area across the **top of the screen** that makes almost all the capabilities of Word available in a single area.
- **Tabs:** An area on the ribbon **containing buttons organized in groups**. The default tabs are Home, Insert, Design, Layout, References, Mailings, Review, View, and EndNote X5.



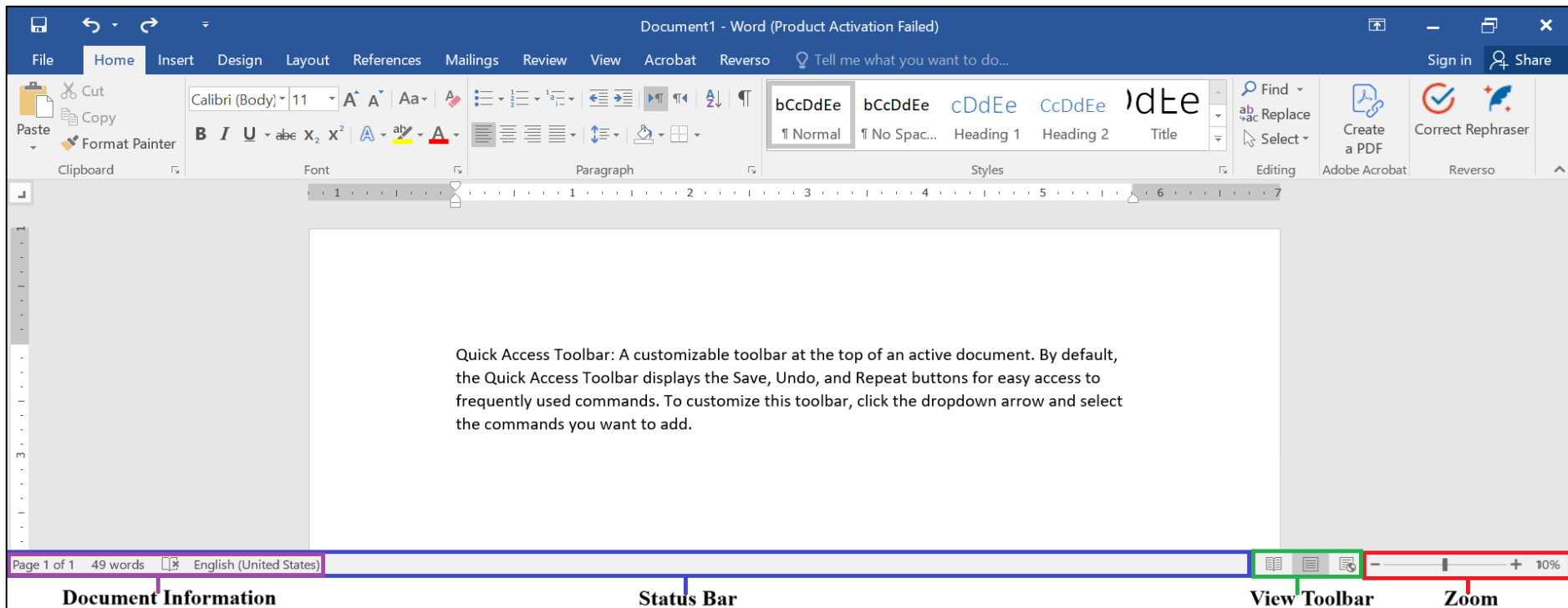
Main Page Components

- **Title Bar:** A horizontal bar at the top of an active document. This bar displays the name of the document and application.
- **Groups:** A group of buttons on a tab that are exposed and easily accessible.
- **Dialog Box Launcher:** A button in the corner of a group that launches a dialog box containing all the options within that group.



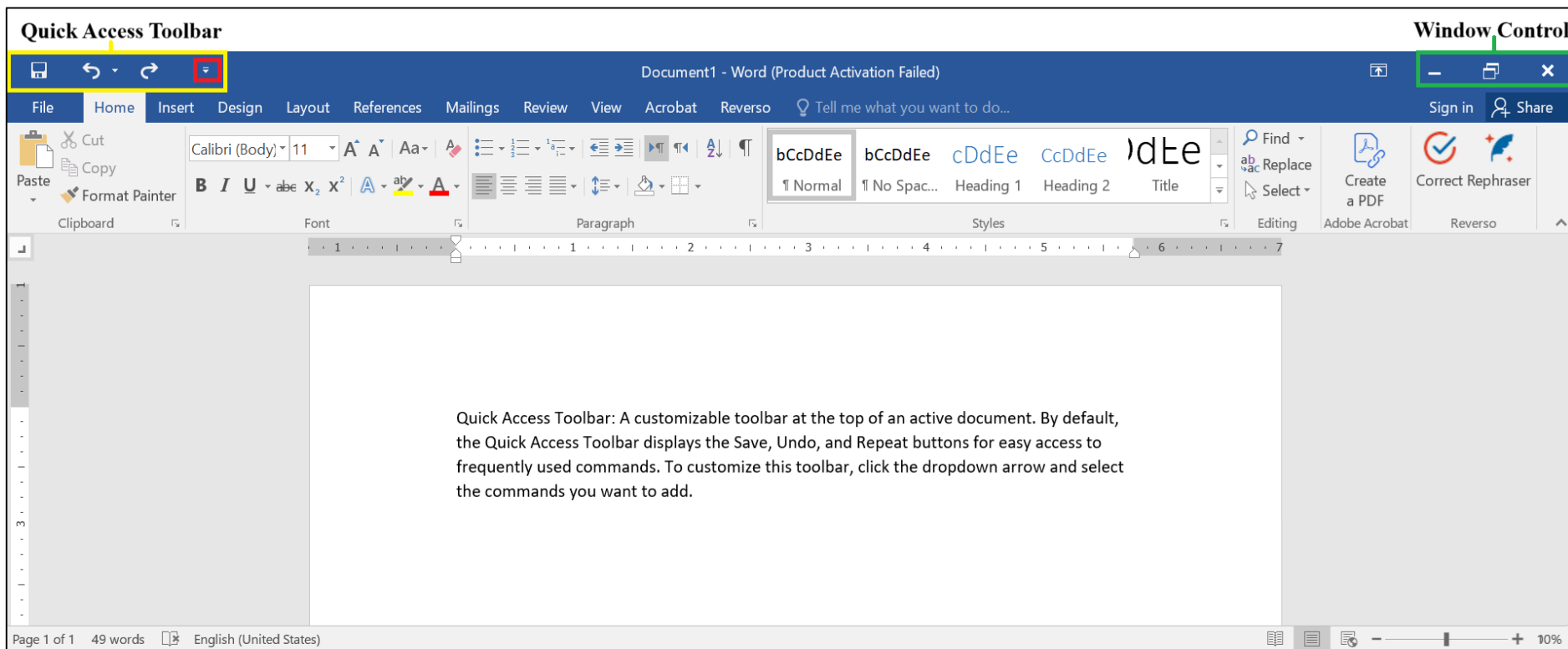
Main Page Components

- **Status Bar:** A horizontal bar at the bottom of an active window details the document.
- **View Toolbar:** A toolbar that enables, adjusts, and displays different document views.
- **Zoom:** Magnifies or reduces the contents in the document window.
- **Document Information:** This area displays information about the current document located at the left end of the status bar.



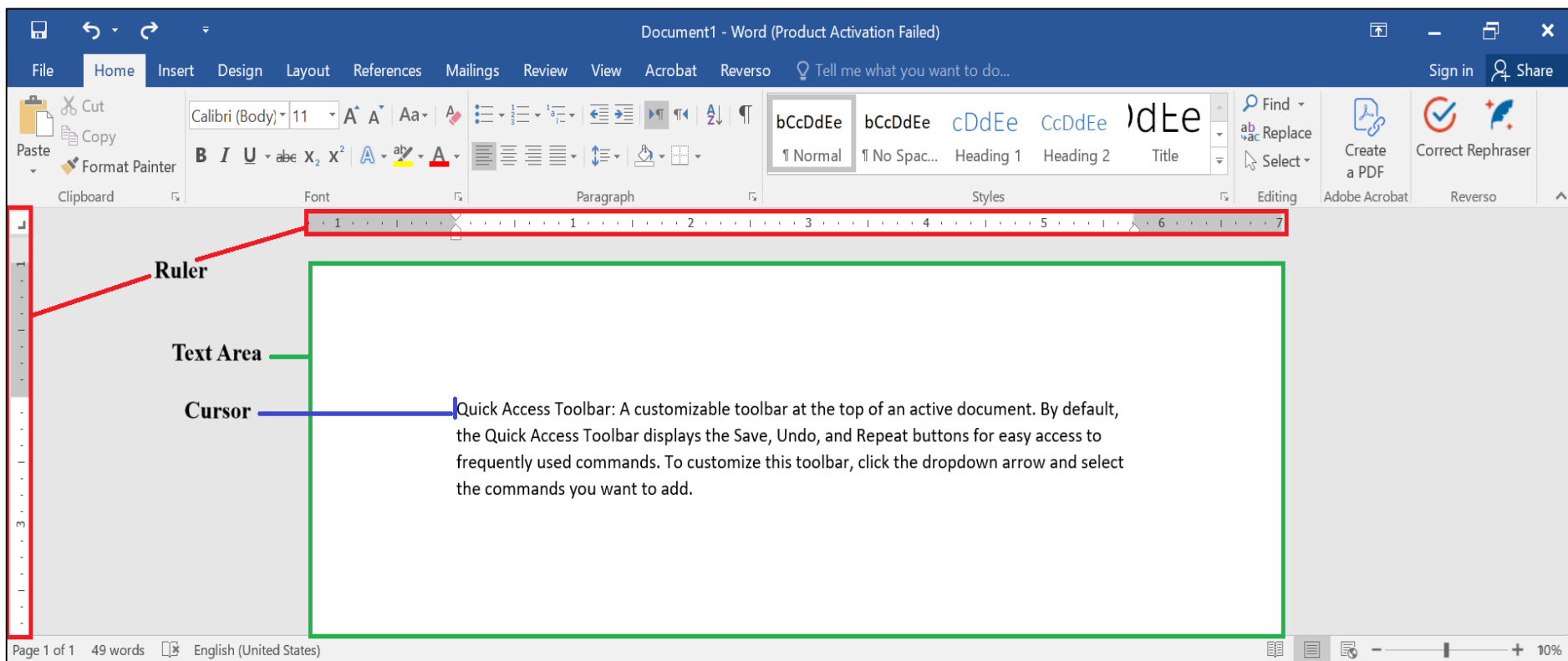
Main Page Components

- **Quick Access Toolbar:** A customizable toolbar at the top of an active document. By default, the Quick Access Toolbar displays the Save, Undo, and Repeat buttons for easy access to frequently used commands. To customize this toolbar, click the dropdown arrow and select the commands you want to add.
- **Window Control:** To control the window, there are Minimize, Maximize, and Close buttons at the right end of the title bar.



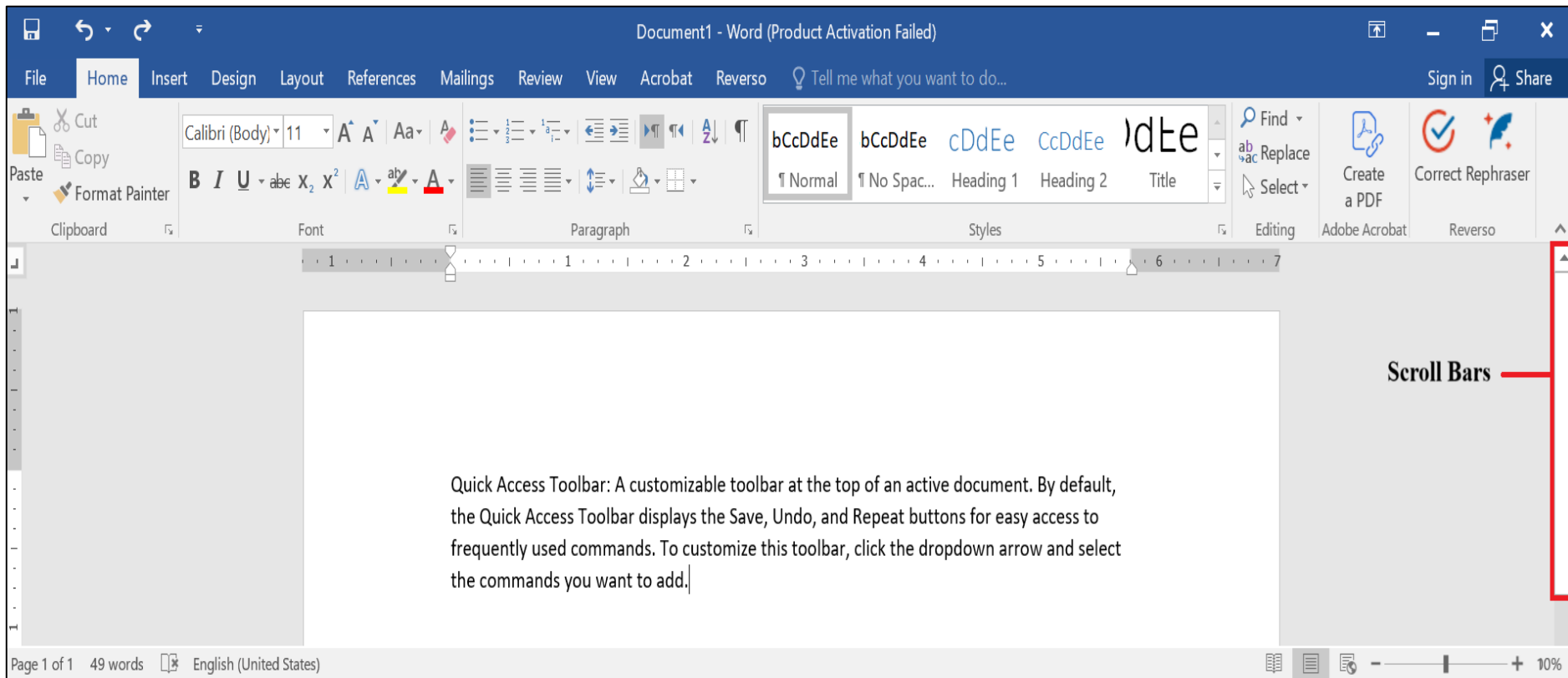
Main Page Components

- **Text Area:** an area below the ruler; you can type any text.
- **Cursor:** The blinking vertical line in the upper left corner of the text area is called the cursor or the insertion point.
- **Ruler:** Word has a ruler located at the top and left side of the document and provides a reference point when aligning text and images.



Main Page Components

- **Vertical Scroll Bars:** Is located along the right side of the screen and is used to move up and down in the document. You can click and drag the vertical scroll bar.
- **Horizontal Scroll Bars:** Is located above the status bar and is used to move back and forth across the document. You will not see a horizontal scroll bar if the width of your document fits on the screen.



File Tab Components



Info

New

Open

Save

Save As

Save as Adobe
PDF

Print

Share

Share as Adobe
PDF link

Export

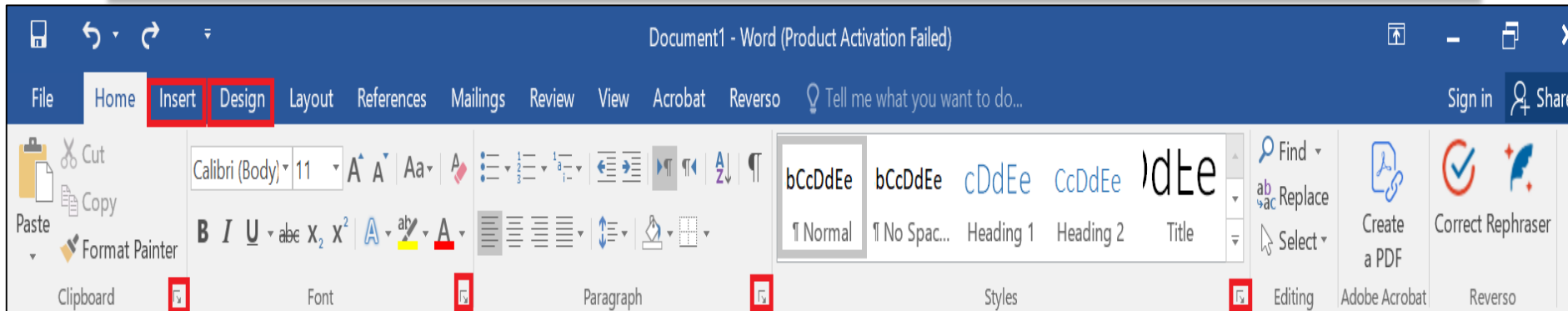
Close

Account

Options

- **Back:** It takes you back to edit your document.
- **Info:** Obtain information about your documents.
- **New:** Create a new document from a blank or preformatted template.
- **Open:** Open a document
- **Save:** Save the document to keep your edits.
- **Save As:** Re-save a previously saved document using a new name or type.
- **Print:** Print documents and see a preview of your document.
- **Close:** Close the document.

Ribbon Components

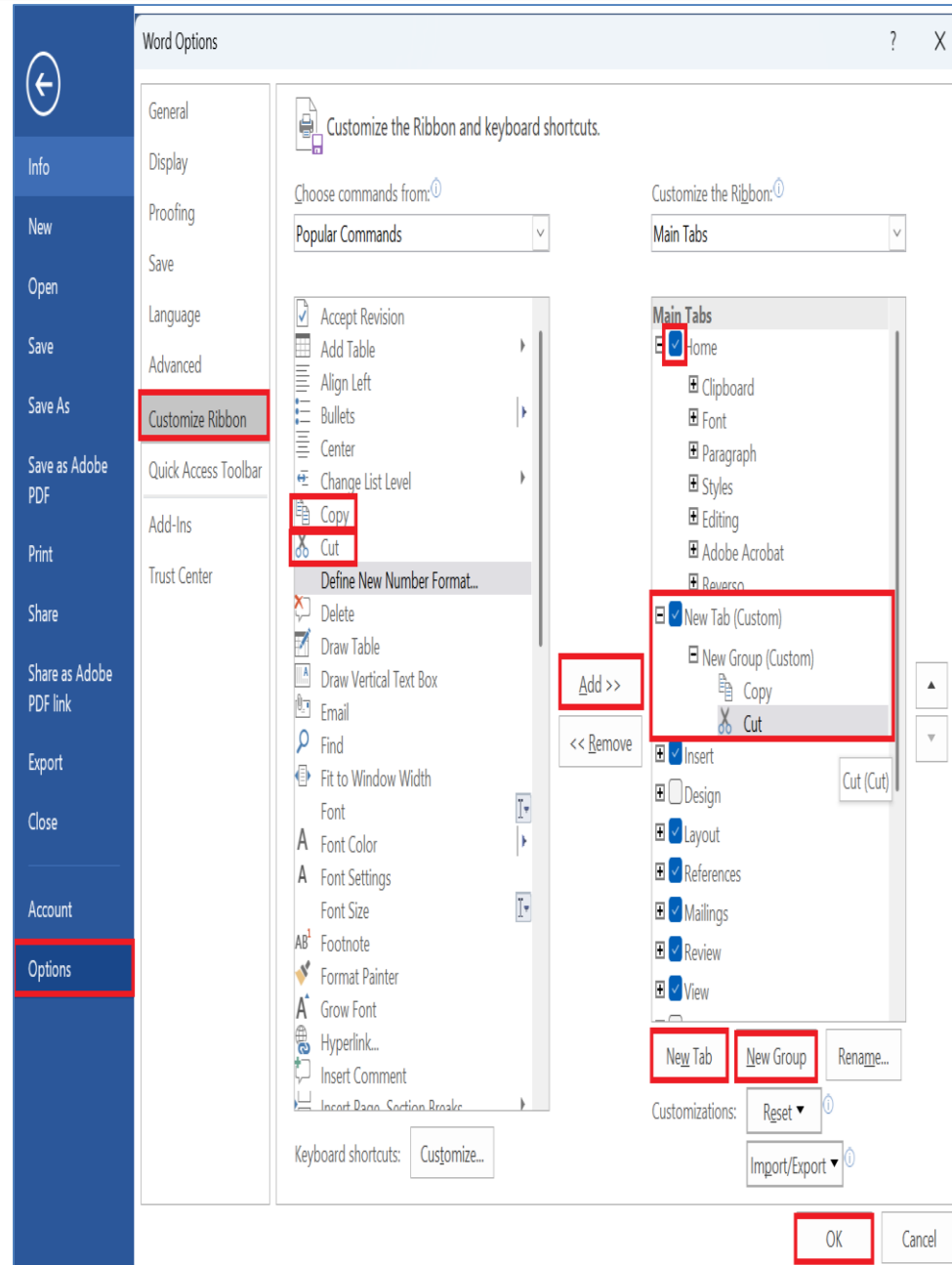


- The **Ribbon** panel contains functional groupings of buttons and drop-down lists organized by tabs. Each product in the Office Suite has a set of tabs that pertain to that application's functionality. Each tab is further divided into groups, such as Font and Paragraph.
- At the **bottom right-hand corner** of some groups is a diagonal arrow called a **Dialog Box Launcher**. Clicking this button opens a dialog box containing further option selections for that group.
- You can hide/unhide tabs that you do not use or create your favorite tools tab.

Add, Hide Rename Tab In Ribbon

To add New Tab

1. Click the **File** tab.
2. In the **Backstage View**, click **Options**.
3. In the **Word Options dialog box**, click **Customize Ribbon**.
4. Click the **New Tab** button.
5. A **New Tab** has been **added in the list of Main Tabs**. Under **New Tab**, you will see **New Group** is already selected for you.
6. From the **column on the left**, select a **command from** the list under **Choose commands from** to add to the **New Group**.
7. Click the **Add** button.
8. The **command** will be **added to your New Group** tab.
9. To **rename the tab or group**, **right-click** on the **New Tab** or **New Group**.
10. Click **Rename**.
11. To **hide a tab**, **remove the check mark** next to the name of the tab.

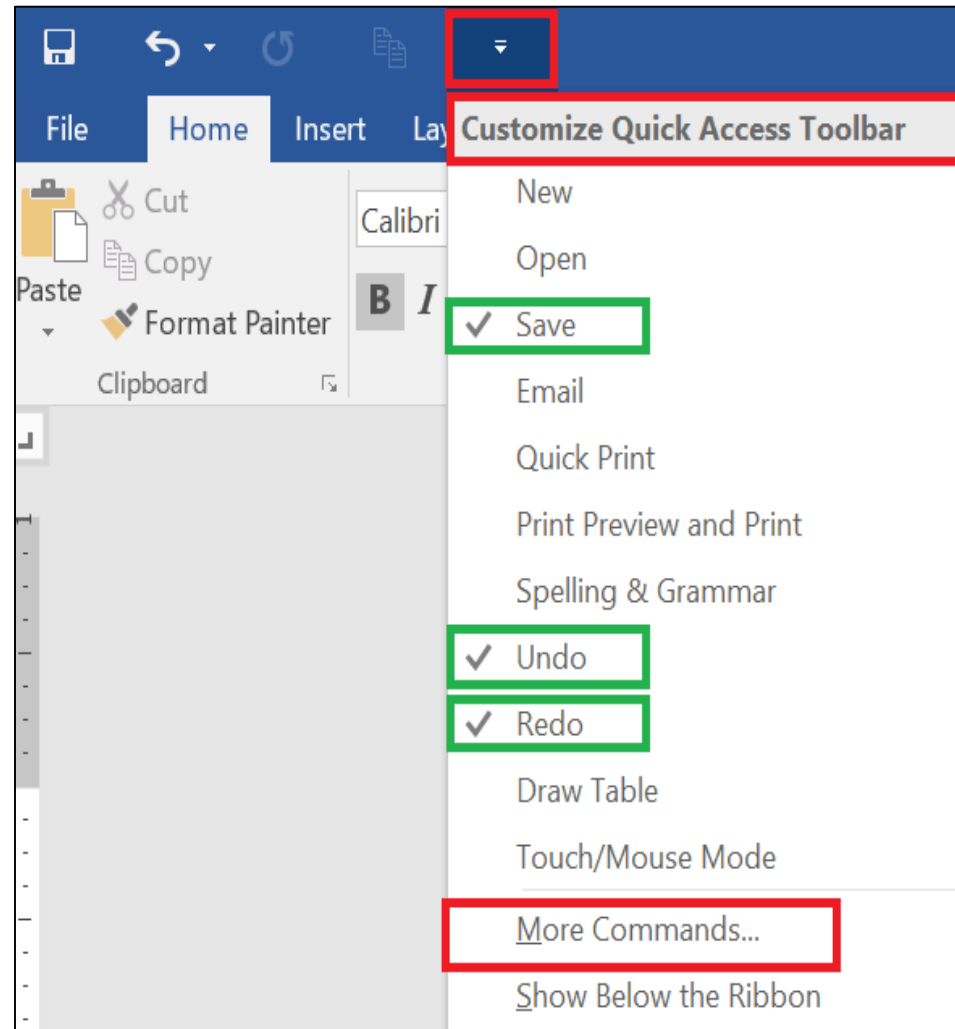


The Quick Access Toolbar

The Quick Access Toolbar is above the File and Home tabs in the upper-left part of the main Word window. It provides easy access to commands you use often and can be customized to your preferences. The following steps explain how to customize the Quick Access Toolbar:

Using drop-down arrow

1. Click the **drop-down arrow** in the **Quick Access Toolbar**.
2. In the **Customize Quick Access Toolbar** drop-down menu, click the command(s) you wish to add or remove from your Quick Access Toolbar.
3. Click **More Commands**.



The Quick Access Toolbar

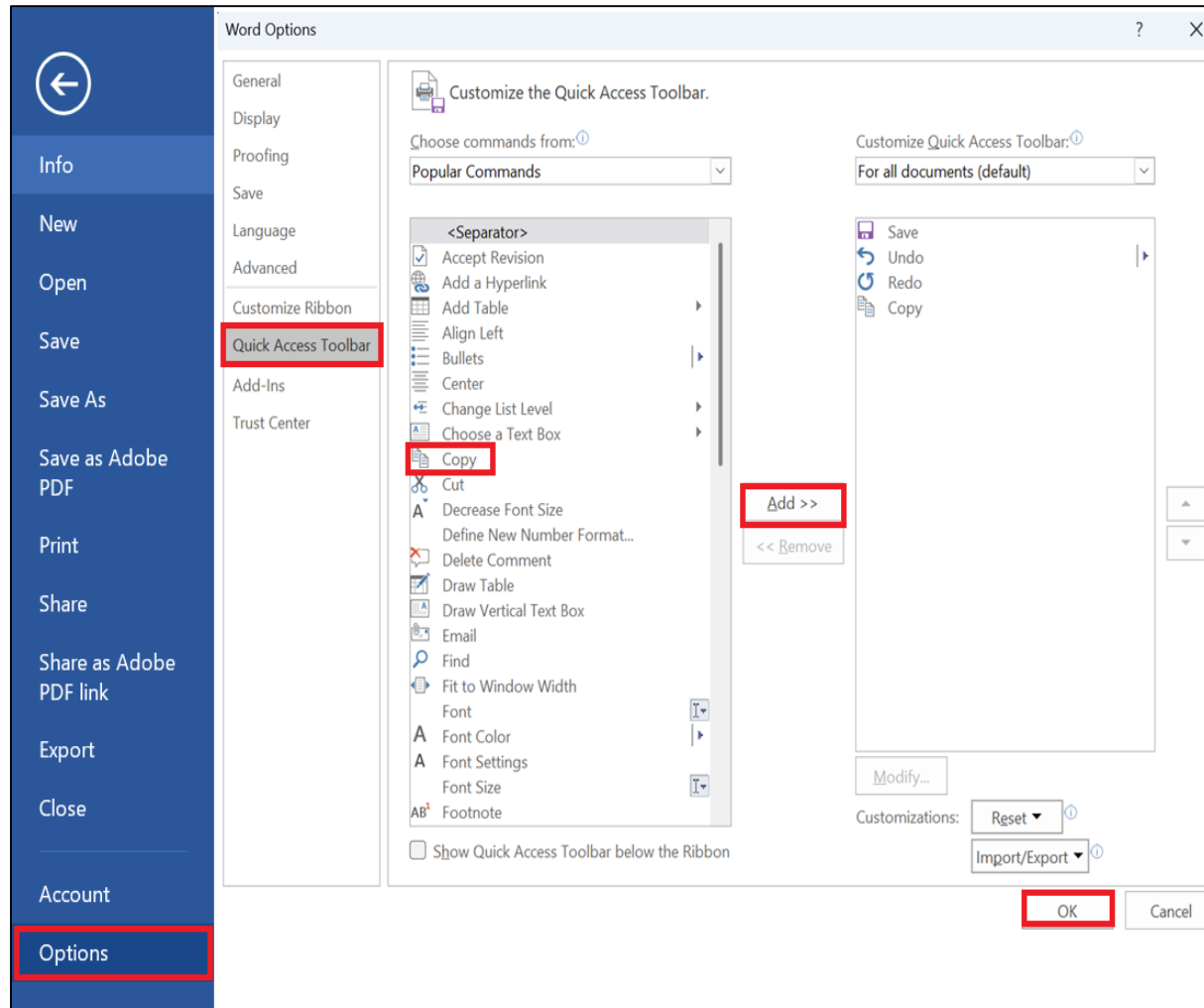
Using File tab

1. Click the File tab.
2. In the Backstage View, click Options. In the Word Options dialog box, click Customize Quick Access.

3. In the Customize Quick Access Toolbar window, from the column on the left, select a **command** from the list under **Choose commands from** to **add to your Quick Access Toolbar**.

4. Click the **Add** button.

5. Click the **Ok** button.

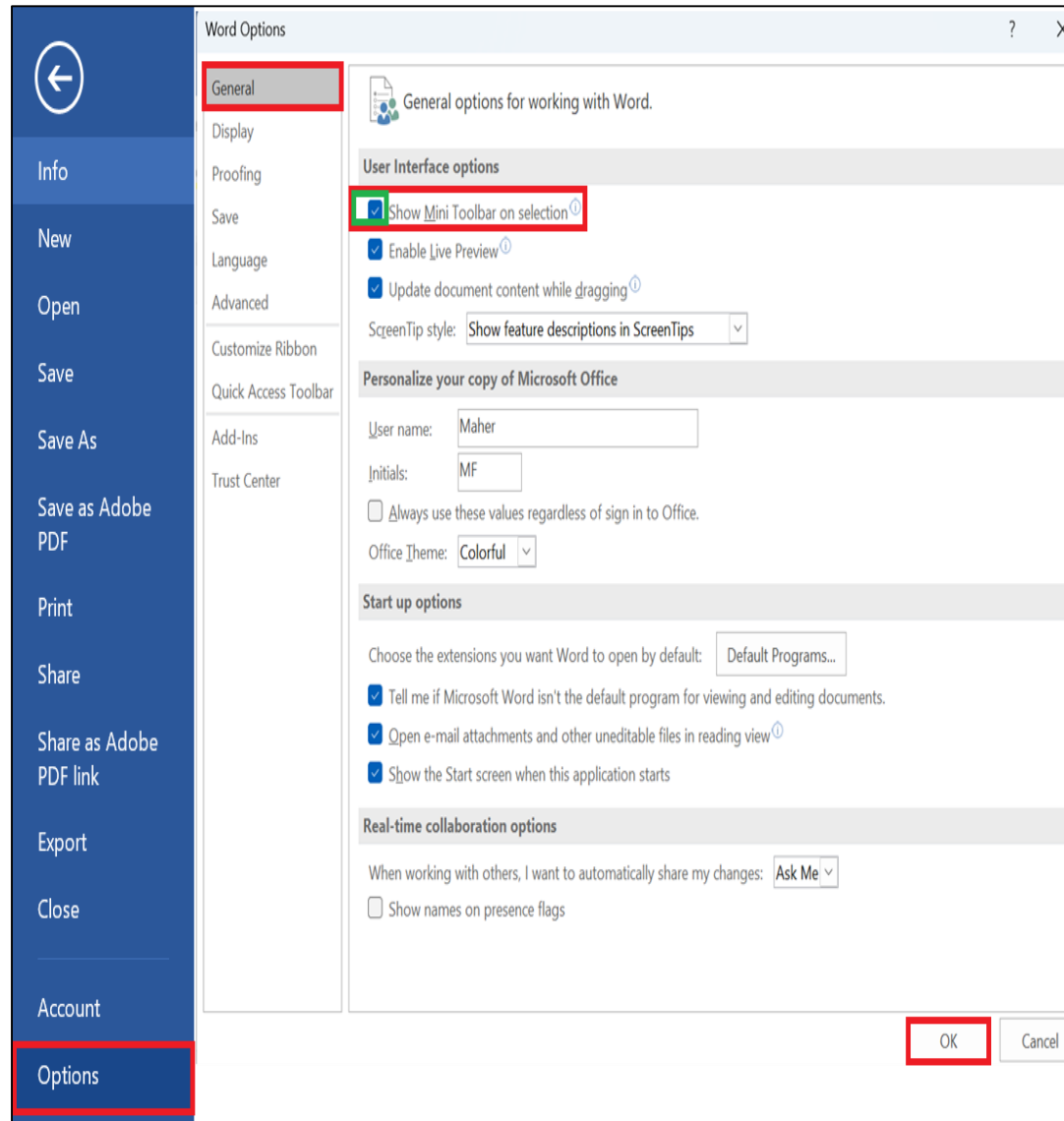
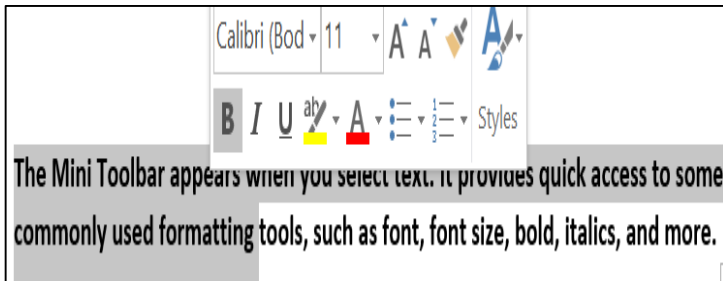


The Mini Toolbar

The **Mini Toolbar** appears when you select text. It provides quick access to some commonly used formatting tools, such as font, font size, bold, italics, and more.

Disable the Mini Toolbar

1. Click the **File** tab.
2. In the Backstage View, click **Options**.
3. In the Word Options dialog box, click **General**.
4. Under the **User Interface options** section, click the **checkbox** for **Show Mini Toolbar on selection**.
5. Click the **OK** button



The Status Bar

The **Status Bar** is located at the bottom of the Word document. It provides **important information** about your current document (e.g., the number of pages, words, proofreading errors, etc.).

When you begin creating a new Word document, you should consider certain aspects, such as margin settings, fonts and styles, and line spacing. Making these choices before you begin typing could save you time editing your document later.

Page 1 of 1 38 words English (United States)

Customize the Status Bar

1. Right-click the **Status Bar**.
2. In the **Customize Status Bar** drop-down menu, click an option to add it.
3. When finished, click anywhere outside the **Customize Status Bar** drop-down.

Customize Status Bar

Formatted Page Number	1
Section	1
<input checked="" type="checkbox"/> Page Number	Page 1 of 1
Vertical Page Position	1.7"
<input checked="" type="checkbox"/> Line Number	4
<input checked="" type="checkbox"/> Column	1
<input checked="" type="checkbox"/> Word Count	38 words
<input checked="" type="checkbox"/> Spelling and Grammar Check	No Errors
<input checked="" type="checkbox"/> Language	English (United States)
<input checked="" type="checkbox"/> Signatures	Off
Information Management Policy	Off
Permissions	Off
Track Changes	Off
Caps Lock	Off
Overtyping	Insert
Selection Mode	
Macro Recording	Not Recording
<input checked="" type="checkbox"/> Upload Status	
<input checked="" type="checkbox"/> Document Updates Available	No
<input checked="" type="checkbox"/> View Shortcuts	
<input checked="" type="checkbox"/> Zoom Slider	
<input checked="" type="checkbox"/> Zoom	100%

Page 1 of 1 Line: 4 Column: 1 38 words English (United States)

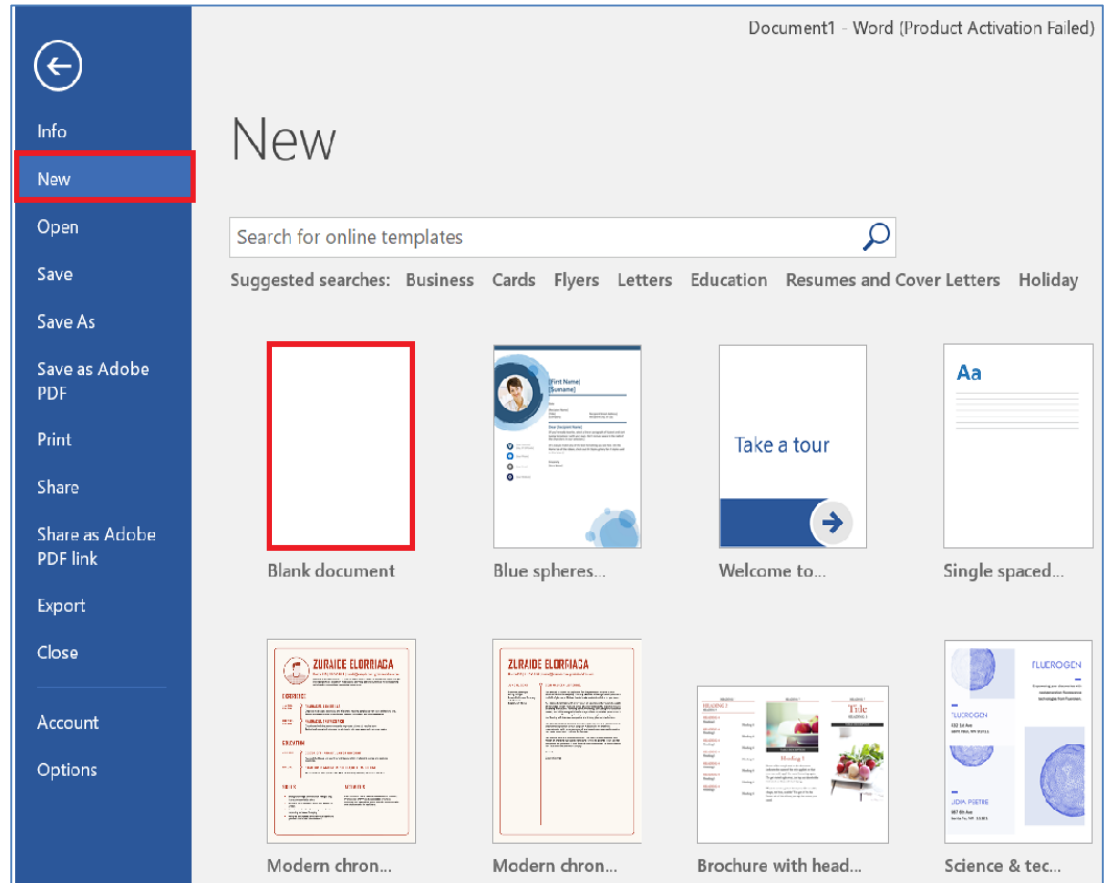
100%

Creating a New Document

The following steps show how to **create a blank document in Word**:

1. Click the **File** tab.
2. In the **Backstage View**, click **New**
3. Click **Blank Document**.

When you begin creating a new Word document, you should consider certain aspects, such as margin settings, fonts, styles, and line spacing. Making these choices before you begin typing could save you time editing your document later.



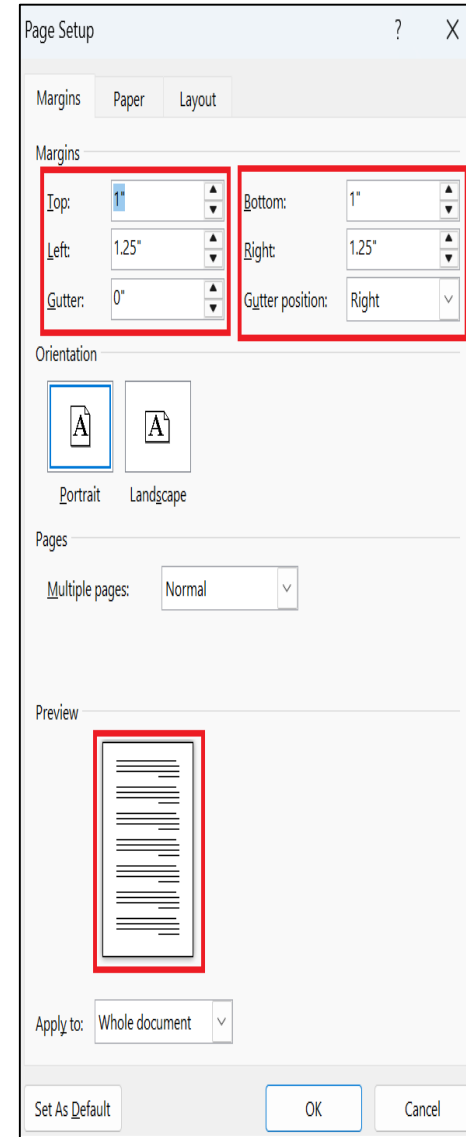
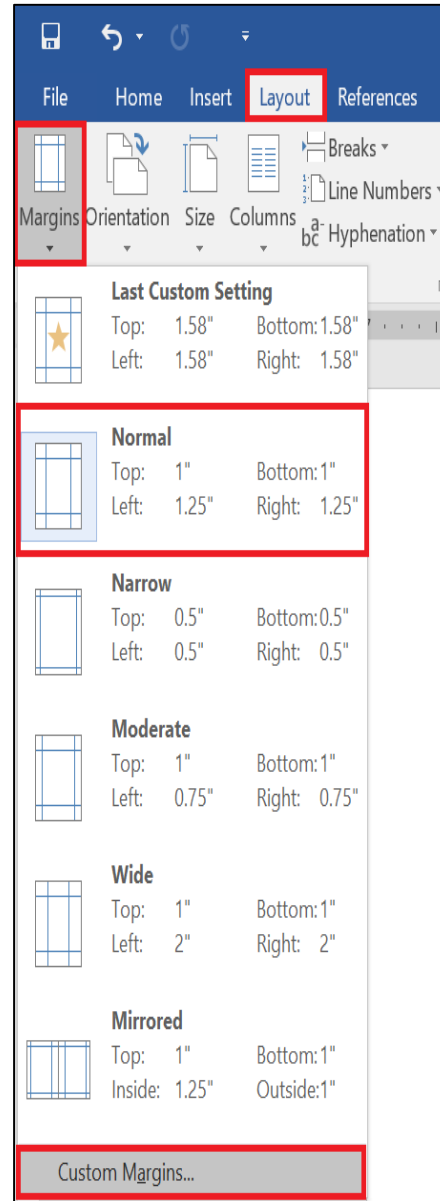
Setting up Your Document

1. Setting Margins

Page margins, the blank space around the edges of the page, can contribute to your document's impression and even how easy it is to read. A few clicks set the margins for a page or an entire document. The following steps explain how to change the margin

1. Click the **Layout** tab.
2. Click the **Margins** button.
3. Click one of the **present margin options**.

Note: Clicking on **Custom Margins** at the bottom of the Margin options will open the **Page Setup** window and allow you to enter the specific margin values you want.

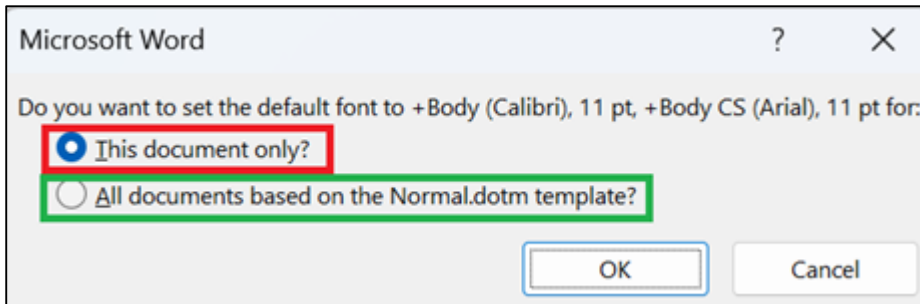
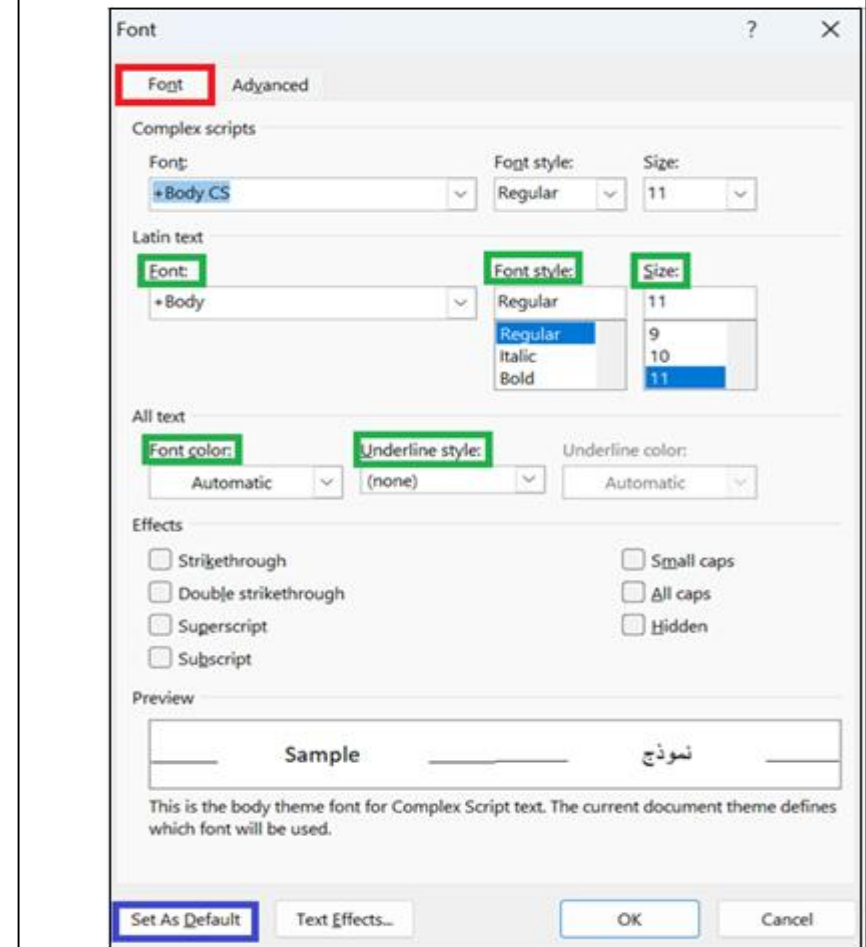
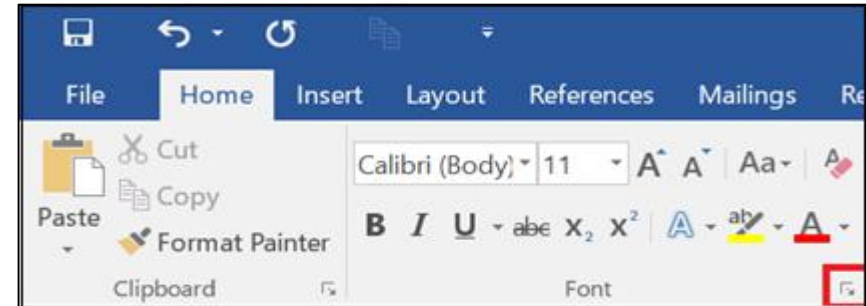


Setting up Your Document

2. Setting the Default Font

You can change the default font options so your favorite font is always selected in Word. The following steps explain how to change the default font options:

1. Click the **Home** tab.
2. In the **Font** group, click the **Font Dialog Box Launcher**.
3. In the **Font dialog box**, you can change the **Font**, **Font style**, **Size**, **Font color**, **Underline style**, and **Effects**.
4. Click **Set As Default**.
5. In the **Set as Default dialog box**, make a selection based on **your preference**.
6. Click the **OK** button.



The End