

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

# *Computer Skills 2*



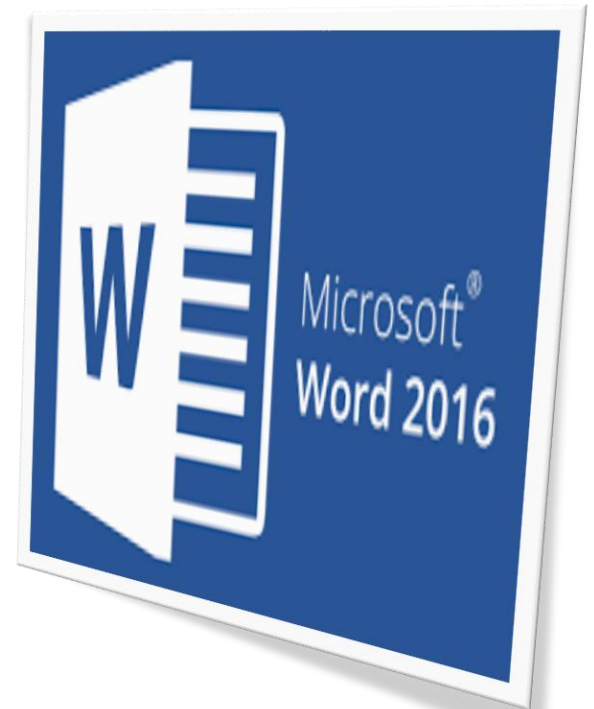
**Microsoft Word 2016**

**Part 2**

# Microsoft Word 2016

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- 1. Editing a Document**
- 2. Enabling the Ruler**
- 3. Saving a Document**
- 4. Printing a Document**
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# Editing a Document

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## Entering Text

Word will automatically wrap text when the cursor reaches the right margin. There is no need to press the ENTER key unless you want to start a new paragraph or add space between lines of text.

## Formatting Text

Character and paragraph formatting commands are found on the **Ribbon Home tab**. To apply any **formatting options**, **select the text** and **click the button** or **check the box** for the option(s) you want to use.

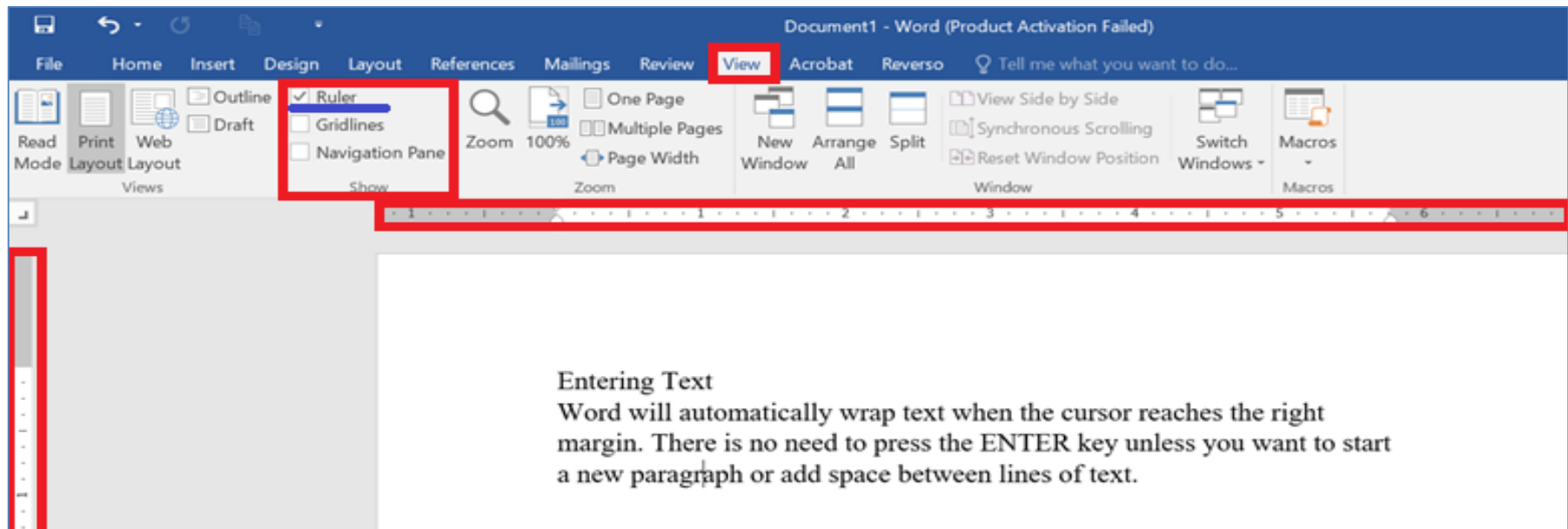
### Entering Text

Word will automatically wrap text when the cursor reaches the right margin. There is no need to press the ENTER key unless you want to start a new paragraph or add space between lines of text.

# Enabling the Ruler

Word has a ruler that fits along the top and left sides of your document and provides a point of reference when aligning text and images within it.

1. Click the **View** tab.
2. Click the **checkbox** next to Ruler.
3. The ruler will **appear along the top and left side** of your document.



# Editing a Document

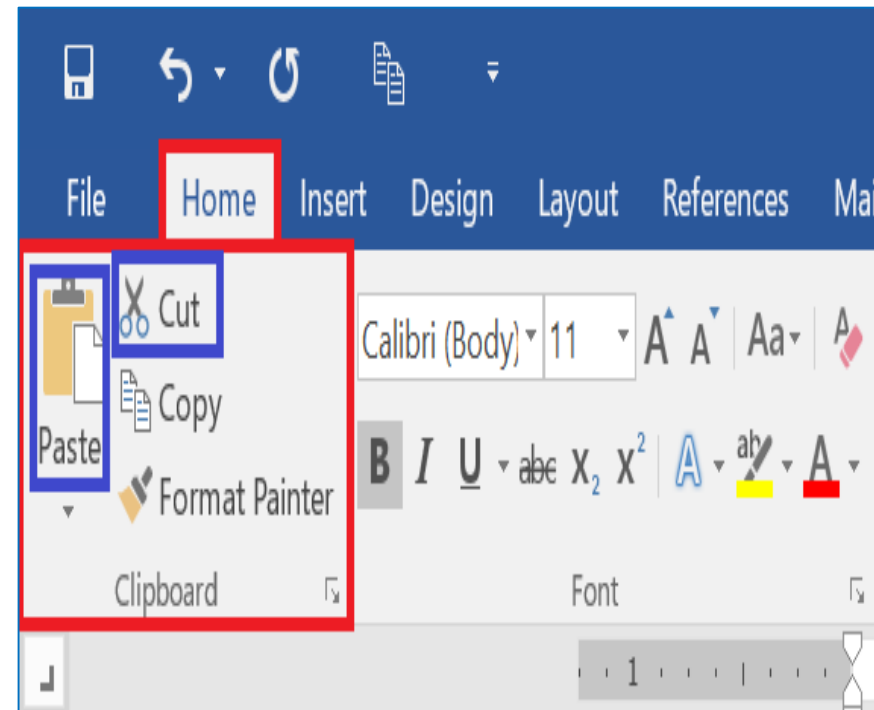
## Cut, Copy, and Paste Text

You can **cut** and **paste text** to **remove it** from one place in the document and put it in another.

The **Cut**, **Copy**, and **Paste** commands and the **Format Painter** are in the **Home** tab's **Clipboard** group.

## Cutting and Pasting Text

1. Select the **text** to be cut.
2. Click the **Home** tab.
3. Click the **Cut** button.
4. Click **within the document** where you want to **paste the text**.
5. Click the **Paste** button.
6. Your text **will be reinserted** into the **location you specified** within your document.

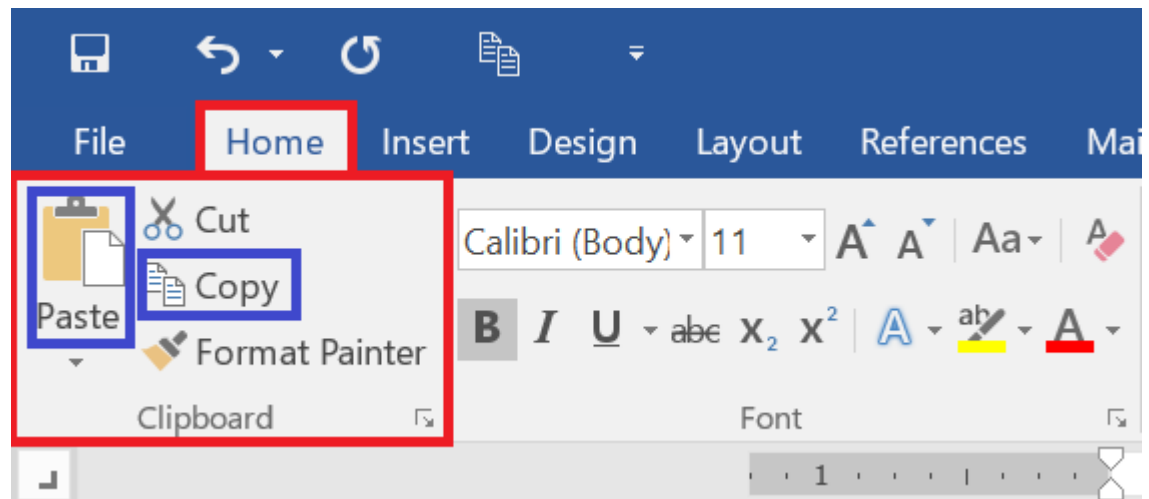


# Editing a Document

You can **copy** and **paste text** to **add copies** of your selection elsewhere in your document.

## Copying and Pasting Text

1. Select the **text** to be copied.
2. Click the **Home** tab.
3. Click the **Copy** button.
4. Click **within the document** where you want to **paste the text**.
5. Click the **Paste** button.
6. Your text **will be reinserted** into the **location you specified** within your document.

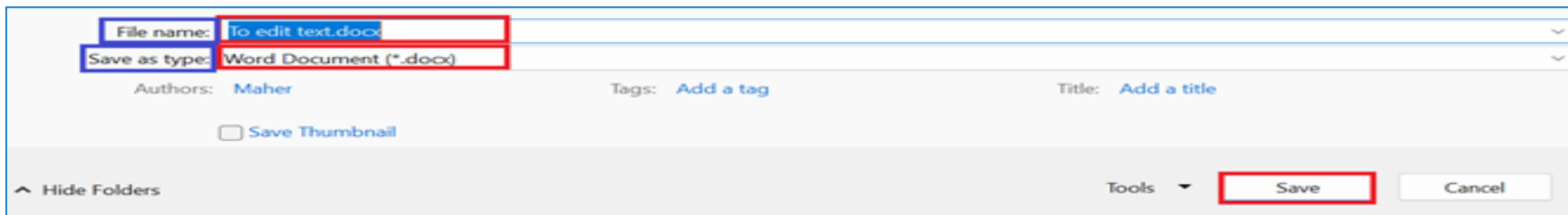
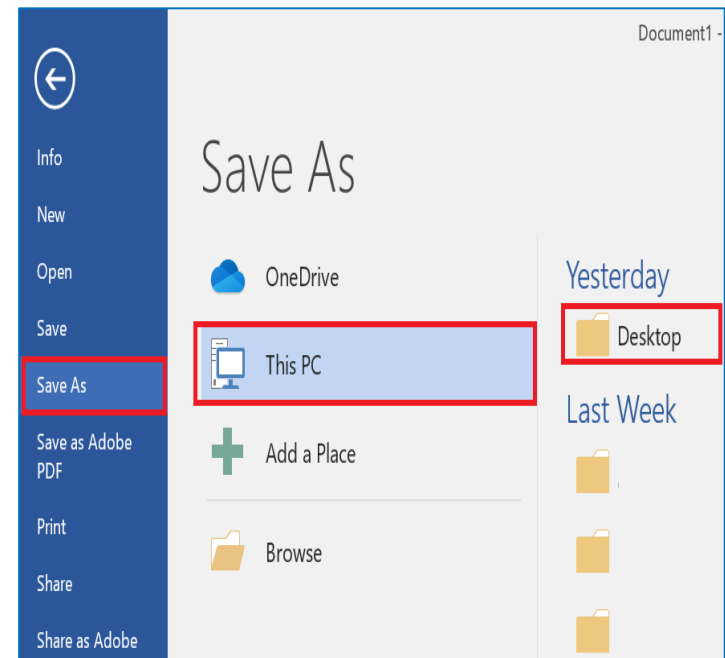
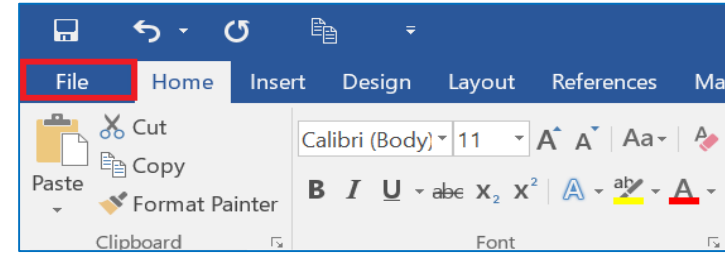


# Saving a Document

Saving your document will create a file that will allow you to access the document at a later time for editing. You can also save your work to share the file with others. The following steps explain how to save your document in the Word format to your desktop:

1. Click the **File** tap.
2. In the **backstage view**, click **Save As**.
3. Click **This PC**.
4. Click **Desktop**.
5. In the **Save As dialog box**, type a file name for your document.
6. Click the **Save button**

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



# Printing a Document

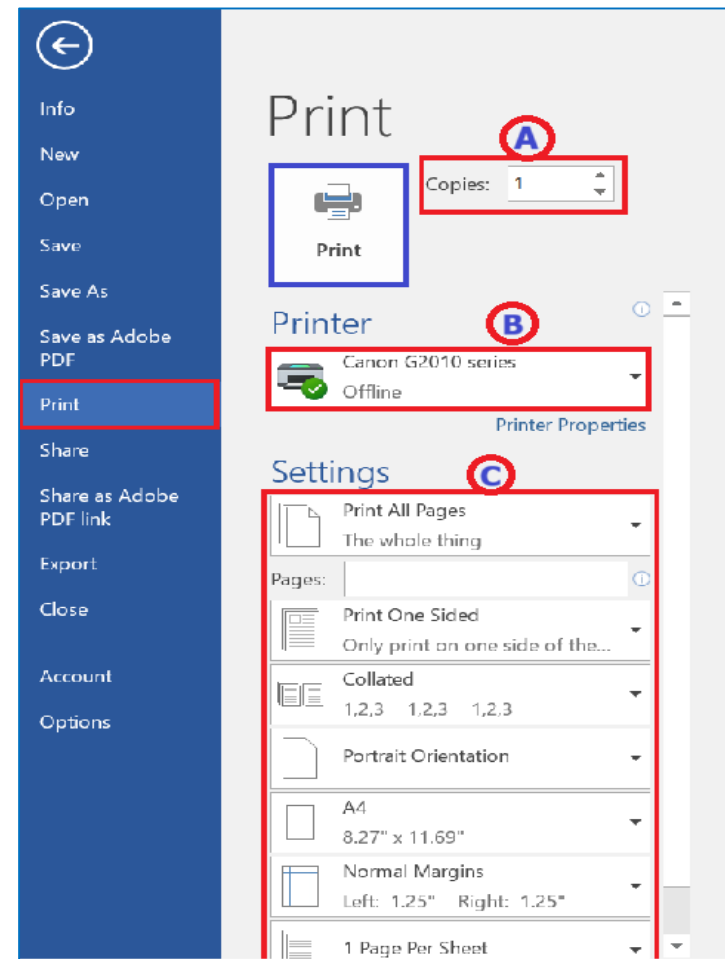
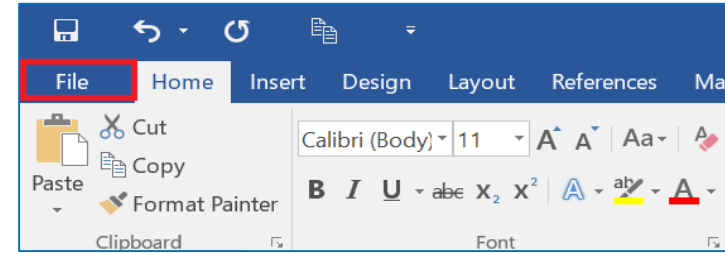
If your computer is connected to a printer, you can print your document and share a hard copy with others.

1. Click the **File** tap.
2. In the **backstage view**, click **Print**.
3. From **Print**, you can choose the following options:

- A. **Copies:** Set the number of copies you want to print.
- B. **Printer:** Select a printer.
- C. **Settings:** Configure how and what you want to print.

4. Click the **Print button**.

**Note:** Your list of **available printers** will be determined by the printers you have **installed on your computer**.

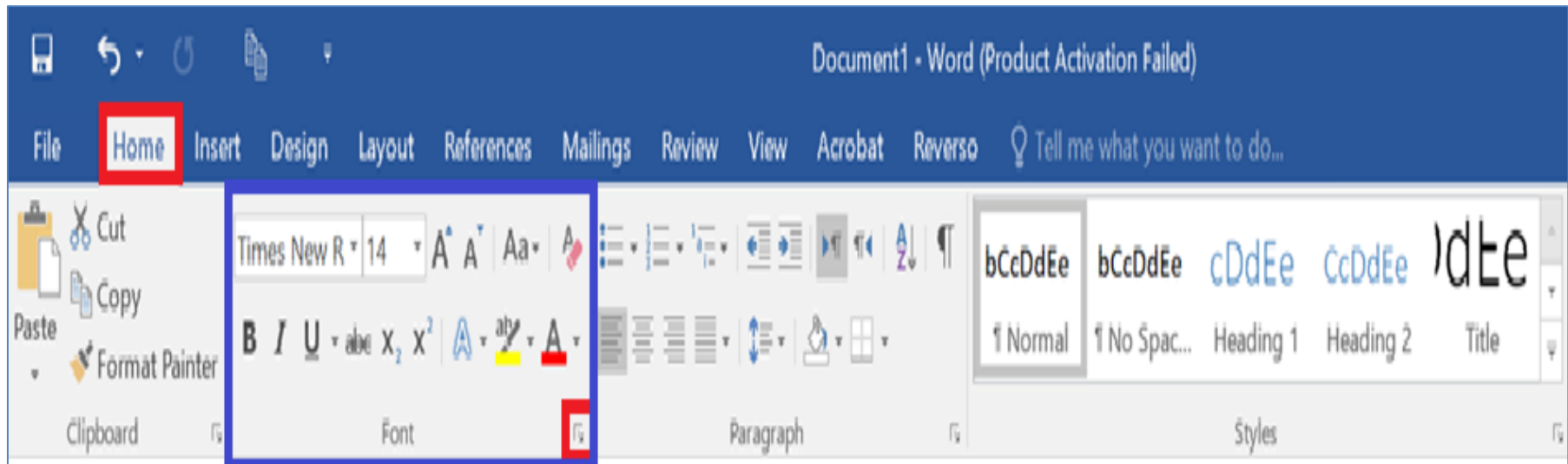


# Keyboard Shortcuts

No.	Keyboard Shortcuts	Action	No.	Keyboard Shortcuts	Action
1	CTRL + A	Select All	11	CTRL + N	New Document &page
2	CTRL + B	Bold	12	CTRL + P	Print
3	CTRL + C	Copy	13	CTRL + R	Alignment Right Side
4	CTRL + E	Alignment Center Side	14	CTRL + S	Save
5	CTRL + F	Find	15	CTRL + U	Underline
6	CTRL + H	Replace	16	CTRL + V	Paste
7	CTRL + I	Italic	17	CTRL + W	Close the Window
8	CTRL + J	Justify	18	CTRL + X	Cut
9	CTRL + K	Hyperlink	19	CTRL + Y	Redo
10	CTRL + L	Alignment Left Side	20	CTRL + Z	Undo

# Character Formatting

Character formatting involves **changing characters' font, size, color, spacing, applying bold, italics, and other effects**. Commonly used commands are found in the **Font group** under the **Home tab**, while more commands can be found in the **Font Dialog Box**, which can be accessed by clicking the **Font Dialog Box Launcher**.



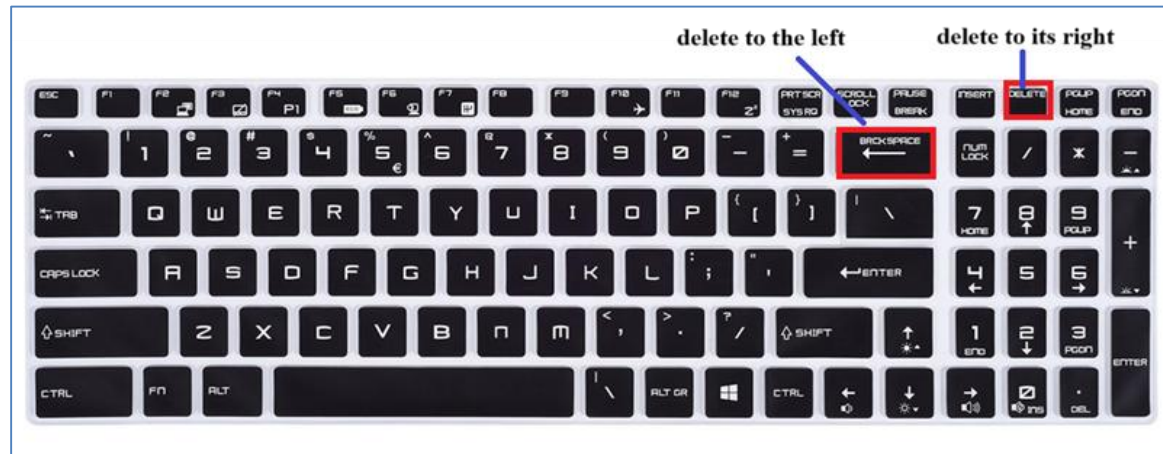
# Editing Text

To edit text, you can click or use the arrow keys to position the work point and then :

➤ **Delete:**

1. **Backspace** to delete to the left of the insertion point.
2. **Delete** to delete to its right.
3. **Delete key** You can select a block of text and then press this key to remove it.

➤ **Insertion:** As you type, the text to the right of the insertion point moves over to make room for the new text.



➤ **Move:** You can move text using the Office Clipboard (by cutting and pasting), or you can drag and drop with the mouse to move text.

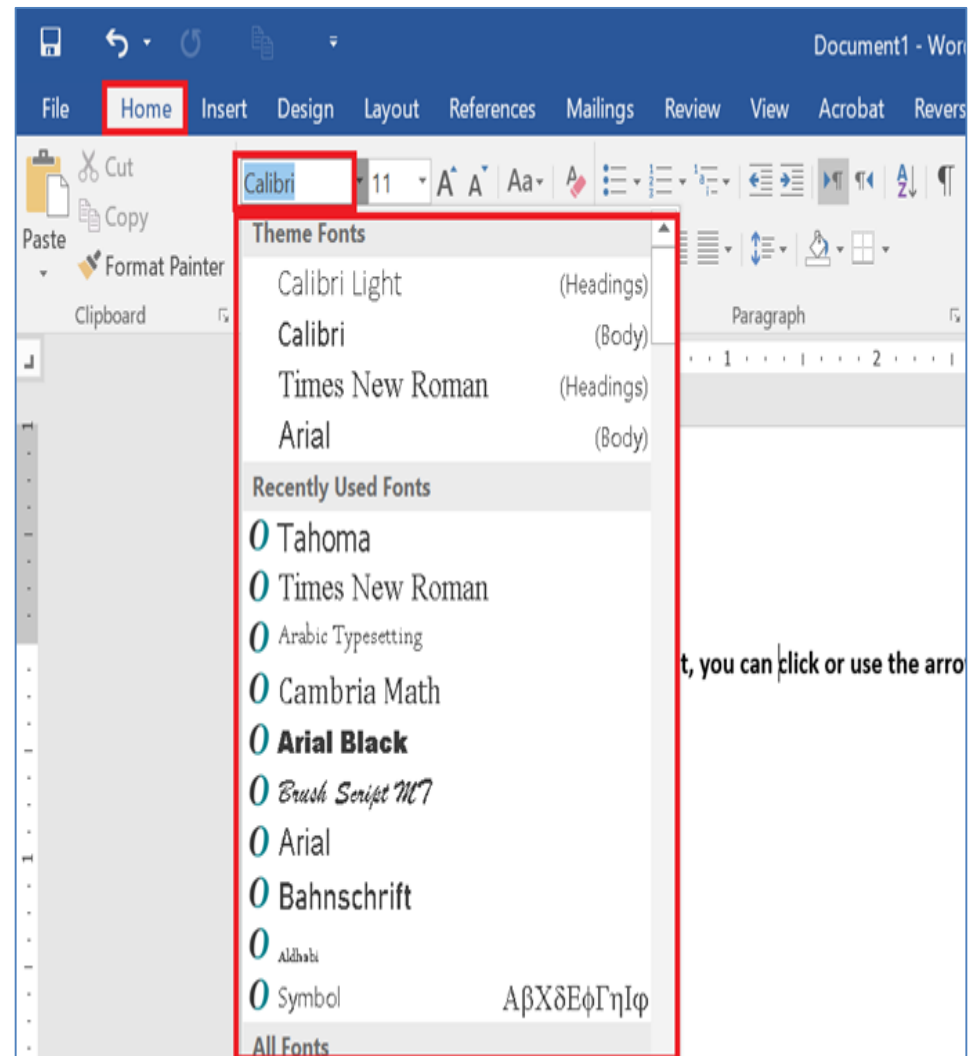
# Changing the Text Font

You can change the text font from the **Font drop-down list** on the **Home tab**.

➤ On the **Font drop-down list**, you'll find all the fonts listed that are available on your computer.

Office comes with many fonts, so that's where most of them came from.

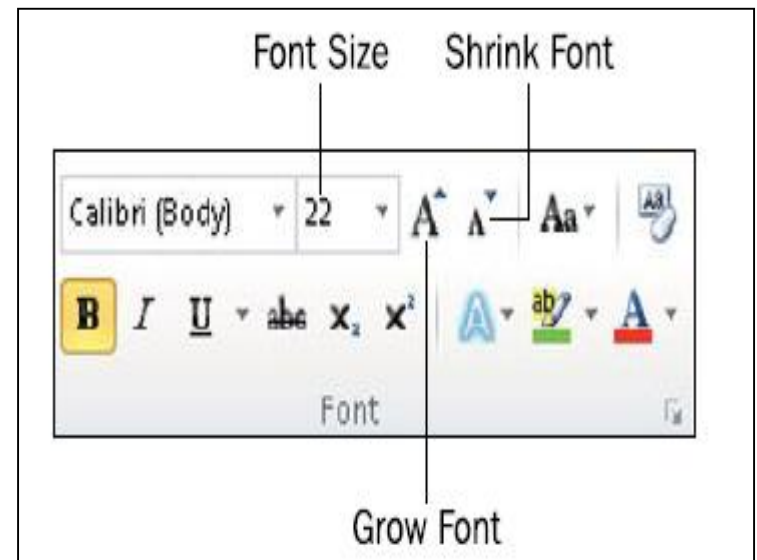
Others may be installed on your PC from Windows itself or from other applications.



# Changing Font Size

Select a **font size** from the **Font Size drop-down list** on the **Home tab**.

1. As the font sizes get larger on the list, they start skipping numbers; for example, 20 and 22 are both on the list, but 21 isn't.
2. You can type an exact font size in the Font Size text box above the dropdown list to use a size that isn't on the list.
3. You can also **change the font size** by clicking the **Grow Font** or **Shrink Font** button in the **Font group**. Each time you click one of those buttons, the font increases or decreases by one position on the Font Size list.



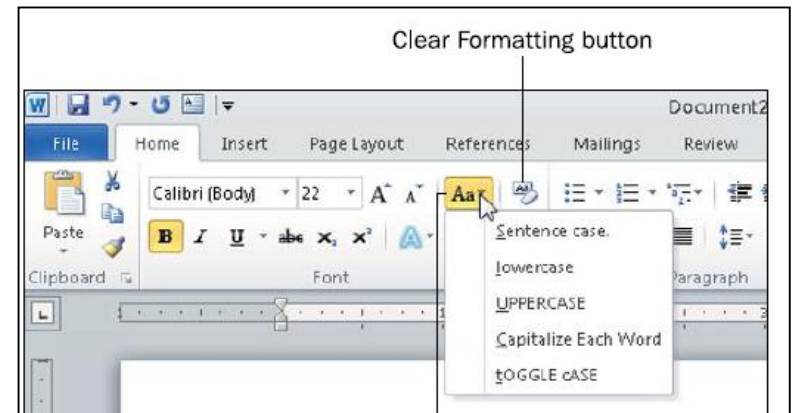
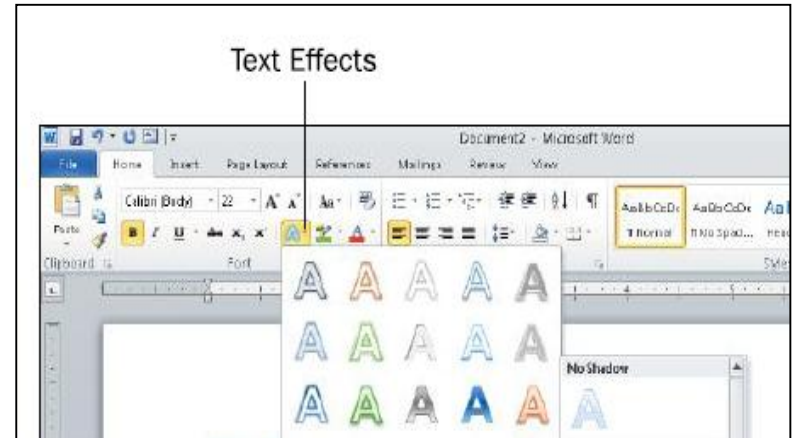
4. You can also **change the font size** by clicking the (Ctrl + }) or (Ctrl+shift+>)
5. You can also **change the font size** by clicking the (Ctrl + {) or (Ctrl+shift+<)

# Text effects and Change Case

Most people find it simplest to apply formatting from the **Font group**.

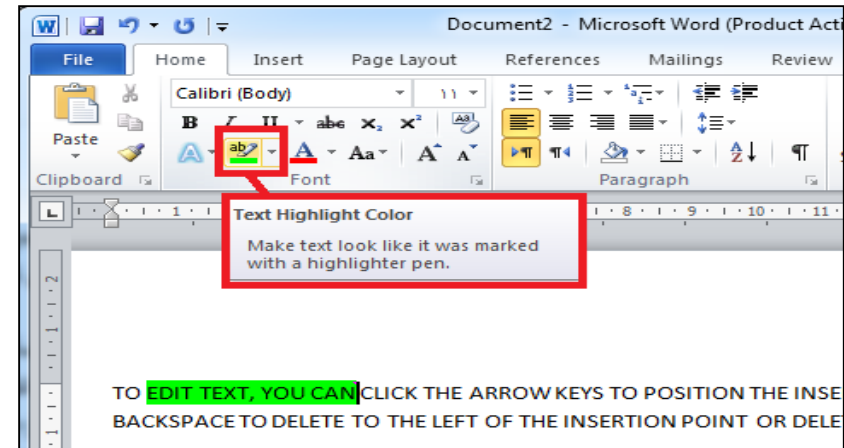
**Text effects**, for example, opens a menu of types of special effects you can apply to the text, such as **Outline, Shadow, and Glow**.

**The Change Case button** opens a menu from which you can choose different text cases. This feature enables you to quickly switch blocks of text from uppercase to lowercase without having to retype

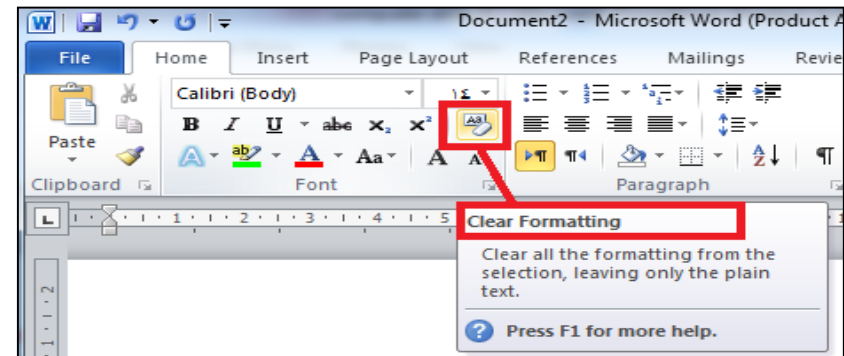


# Text Highlight and Clear Formatting

3- The **Text Highlight Color** enables a highlighter, like a highlighting marker you might use on a paper copy. You can select from 15 different highlighter colors.



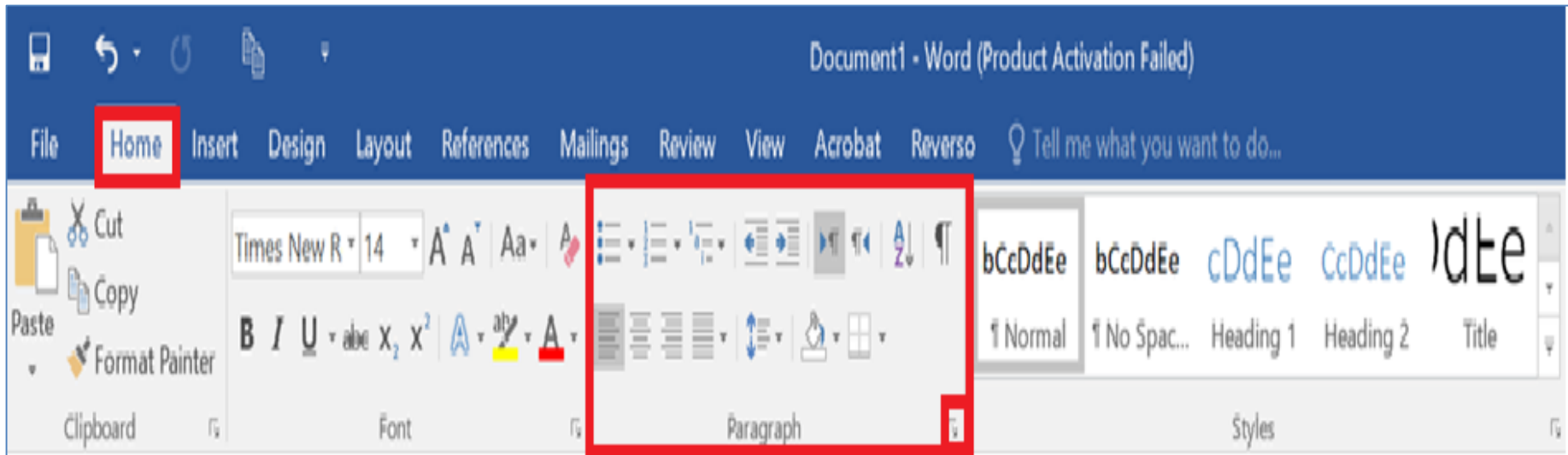
4- The **Clear Formatting** button strips off all manually applied text formatting (such as any formatting you applied using any of the other buttons in the Font group). It leaves any formatting that was applied via a style or theme.



# Paragraph Formatting

Paragraph formatting, as the name implies, is formatting that applies to entire **paragraphs**, not to individual characters.

- Paragraph formatting involves **changing paragraphs' alignment, line spacing, or indentations**.
- Commonly used commands are located in the **Paragraph group**, under the **Home tab**, while more commands can be found in the **Paragraph Dialog Box**.
- The **Paragraph Dialog Box** can be accessed by **clicking** the **Paragraph Dialog Box Launcher**.

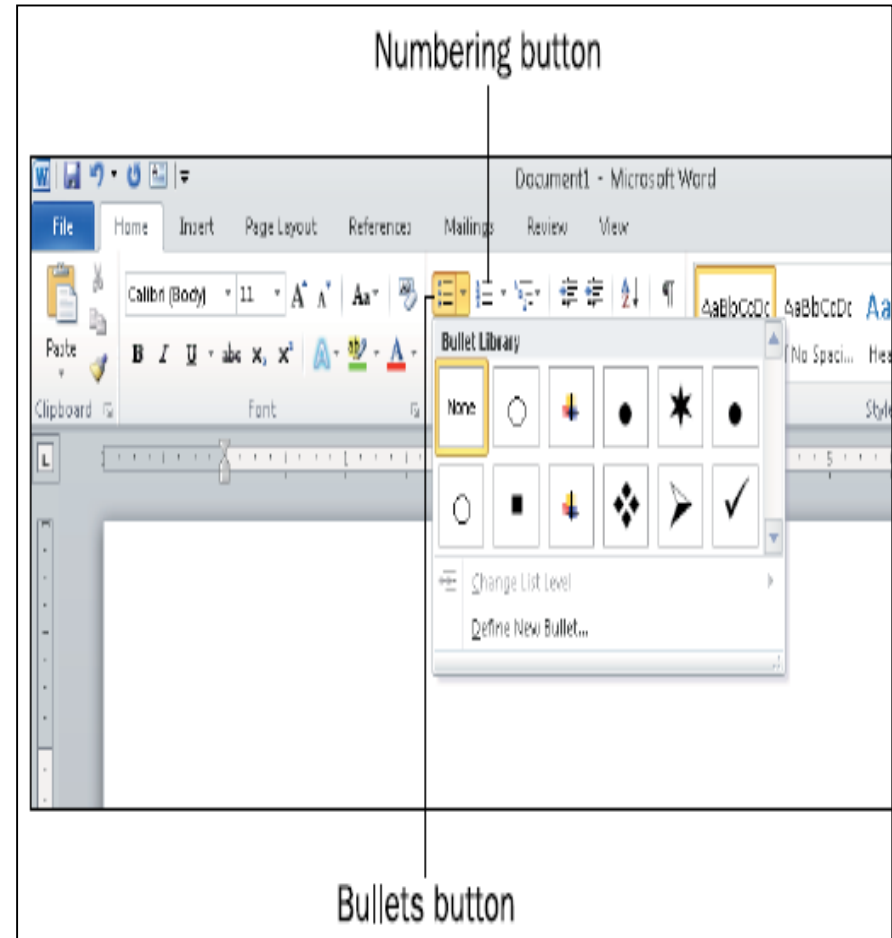


# Creating Bulleted and Numbered Lists

To make a bulleted or numbered list

1. Select the paragraphs to include
2. Click the **Bullets** or **Numbering** button on the **Home** tab (in the **Paragraph** group).

- For the **default style**, click the **face of the button**.
- To choose from a **gallery of other styles**, click the **down arrow to the right of the button**.

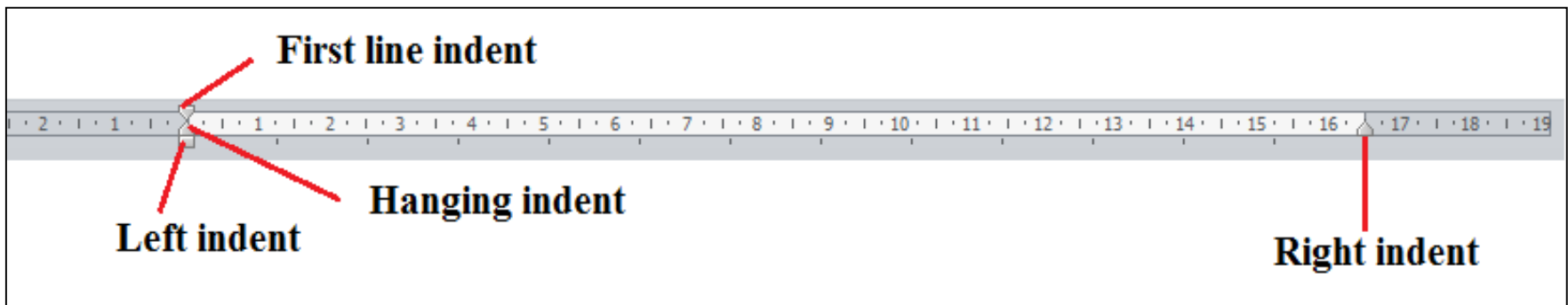


# Indenting Text

**Indentation:** is the amount that a paragraph is offset from the left and right margins.

You can set indentation for **selected paragraphs** by **dragging the indent markers on the ruler to the left or right.**

- On the **left end** of the ruler are **three markers**: **two triangles** and a **rectangle**.
  1. The **top triangle** is the **first-line indent marker**.
  2. The **bottom triangle** is the marker for **all the subsequent lines of the paragraph** (other than the first one).
  3. Dragging the **rectangle** moves **both triangles at once**.
  
- At the **right end** of the ruler is a **single triangle**, representing the **right indent for the paragraph**.

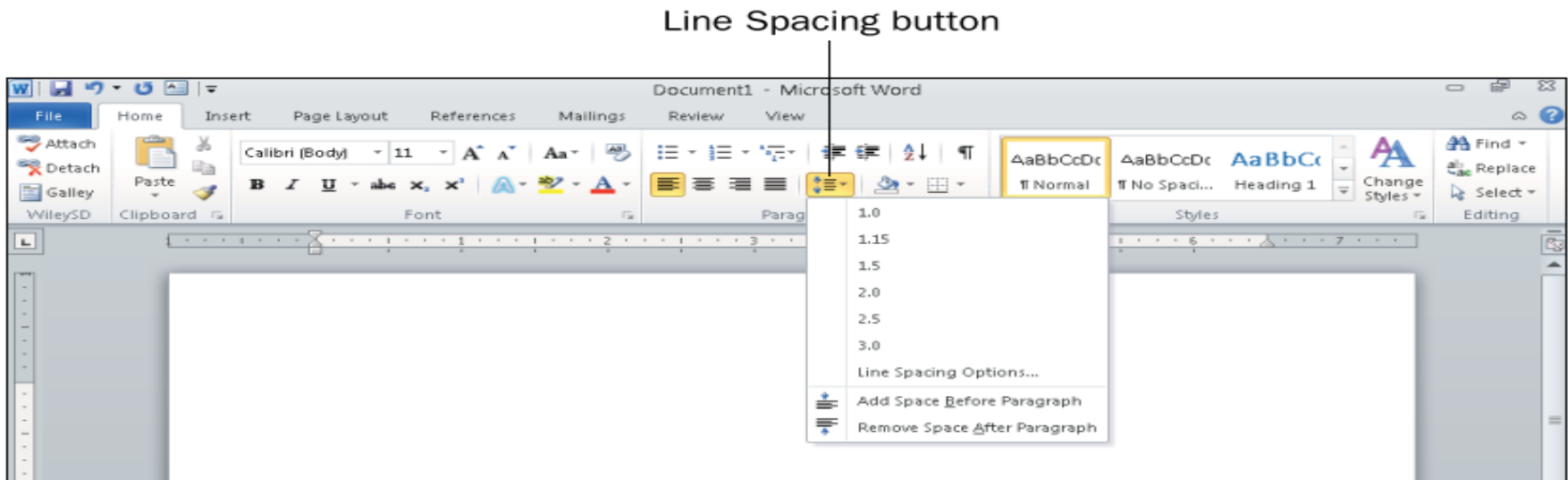


# Setting Line Spacing

**Line spacing**: is the vertical blank space between each line of a paragraph.

- A paragraph can also have extra spacing before or after it.
- If you want to choose one of the line spacing presets, you can do so from the **Line Spacing button's menu** on the **Home tab**, as shown in the figure below.

**For example**: you could increase the line spacing lightly by choosing 1.15 or go for even more spacing with 1.5. You can also add or remove space before or after the paragraph from this menu.

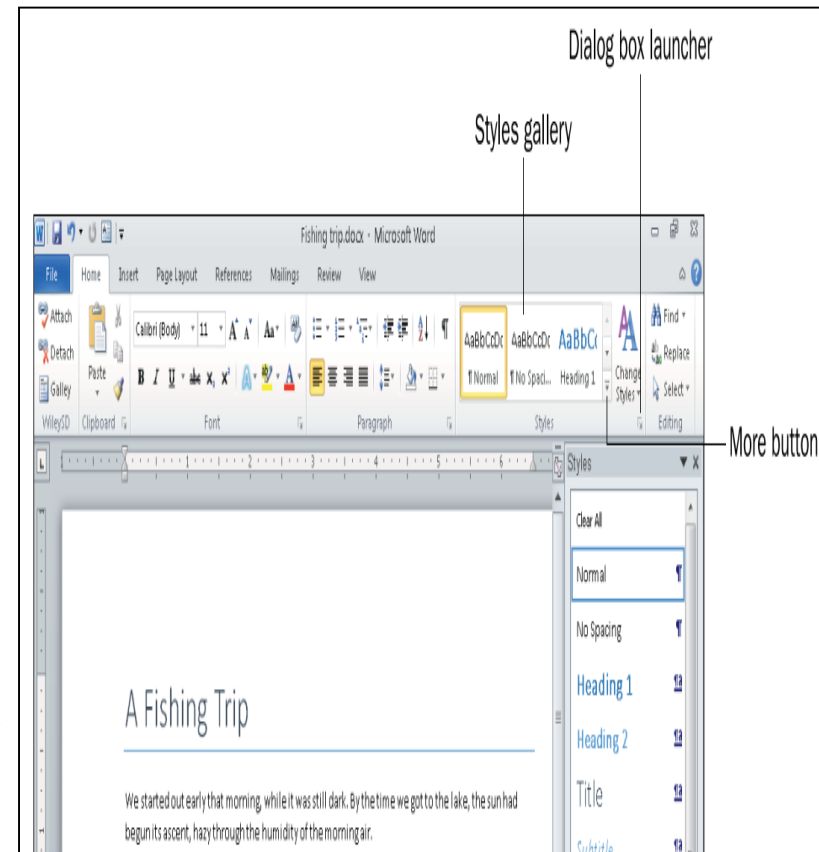


# Working with styles

**Style:** is a named collection of formatting attributes that you can apply simultaneously.

**For example:** the **default Heading 1 style** consists of: the font assigned to the (Headings) placeholder, 14 points in size, bold, and blue in color, with 24 points of space before the paragraph and no space after the paragraph.

- **Each template comes with a set of styles.** The default Normal template comes with several heading styles, named Heading 1, Heading 2, and so on, as well as a Normal style (used for body text) and a Title style (for the document title).
- **To modify a style:**
  1. **Apply** the style to some text,
  2. **Change** that text's formatting.
  3. **Right-click** the style in the Styles pane and choose Update style name to Match Selection.

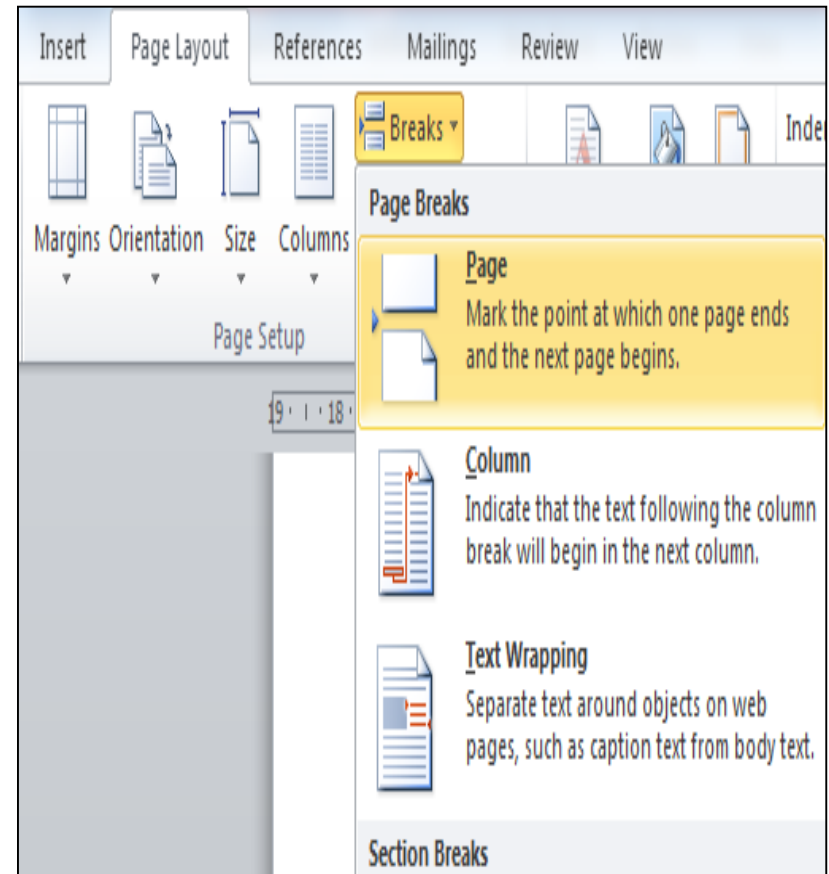


# Document Formatting

Some types of formatting, such as **margin settings**, **number of columns**, and **paper size**, apply to the **entire document**. They aren't relevant to individual paragraphs or characters because they deal with entire pages or groups of pages

## Creating Page Breaks

- When you reach the bottom of a page, Word starts a new page automatically. That's called a **soft page break**.
- If you add or remove text so that a change to the breakpoint is required, Word makes it automatically. You can also insert a **hard page break**, which is a manually placed break. To do so, press
  1. **Ctrl + Enter** or
  2. on the **Page Layout tab**, click the **Breaks button**, and click **Page**.

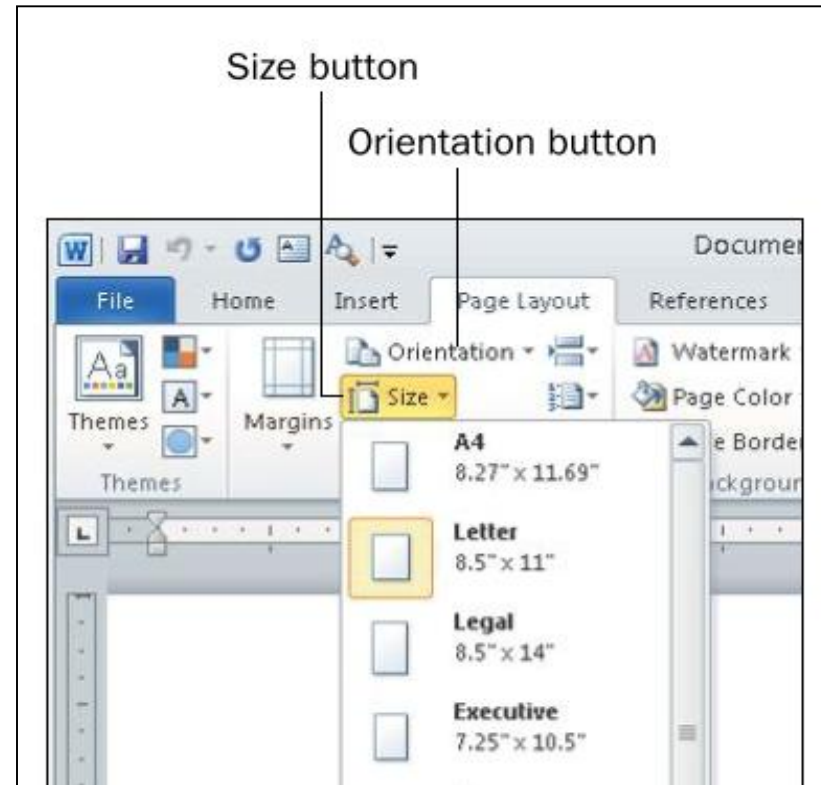


# Changing the Paper Size and Orientation

**You can set the Size setting in Word to accommodate any paper size you have and that your printer can accommodate.**

**You can also set the orientation of the page.**

- ❖ The orientation is either **portrait** (the default) or **landscape**.
- On a **portrait page**, the text runs parallel to the narrower edge of the paper.
- On a **landscape page**, the text runs parallel to the wider edge.



- **Size and orientation** are both controlled from the **Page Layout tab**, in the **Page Setup group**. On the **Size menu**, shown in the figure below.
- You can choose from many popular paper sizes or you can choose More Paper Sizes to open the Page Setup dialog box and create a custom size

# Numbering Pages

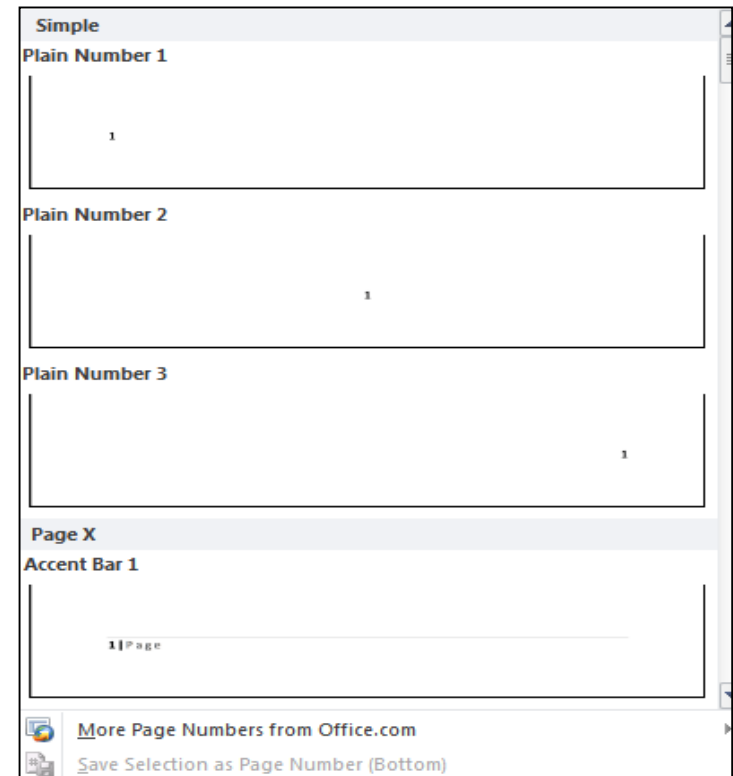
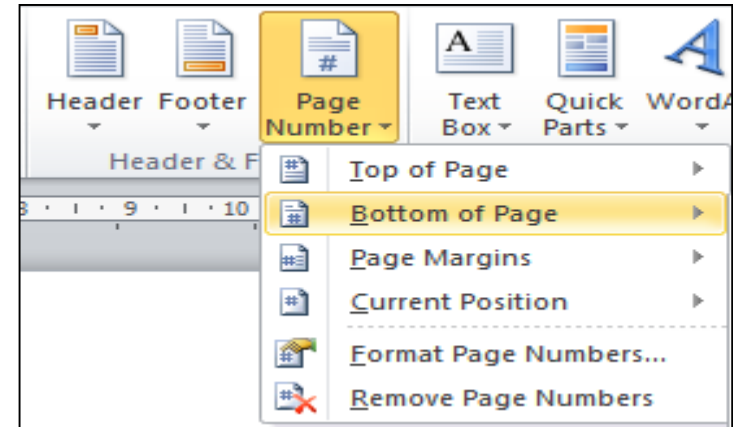
Numbering pages **can help you make sure the pages are in order after they are printed.**

It's easy to drop a stack of papers and lose their original order, but page numbering can make the work of putting them back together easier. Page numbering can also enable you to refer to a certain page when discussing the document with others.

➤ **Page numbers are placed in the header or footer.**

On the **Insert tab**, click the **Page Number button**, and then choose the **desired position and style**, as shown in the figure below.

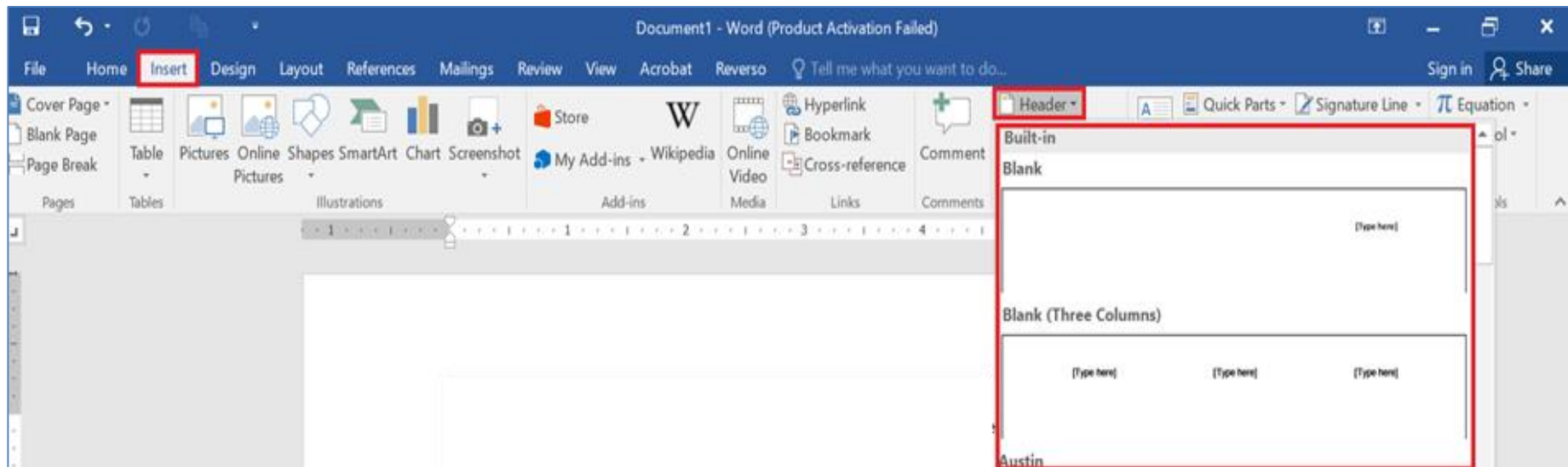
Word places an appropriate page numbering code in the header or footer automatically.



# Working with Headers and Footers

The header and footer areas hold the text that repeats on each page of the document, such as the document's name, a copyright notice, or page numbers.

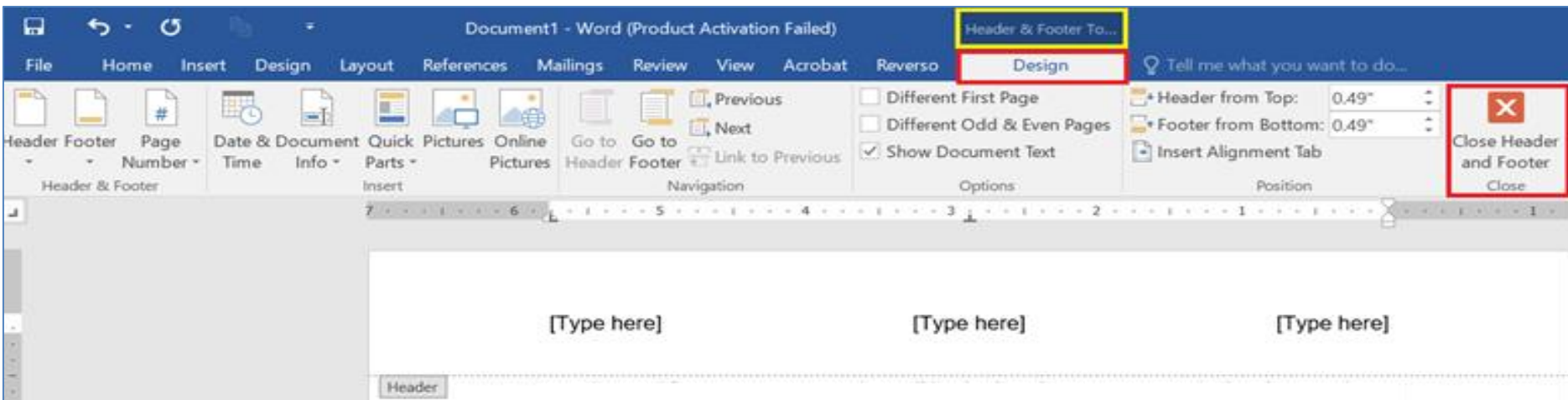
- The **header** is at the **top of the page**.
  - The **footer** is at the **bottom**.
- Each document **has a header and footer area, but it is empty by default**. You can also display the header and footer and manually type your own content into it, or insert codes into it.



- When the header and footer are open, **you can type only in those areas**; the rest of the document is dimmed and inaccessible until you close the header and footer.
- **A special tab on the Ribbon also appears**, containing commands for working with the header and footer.

The following steps explain how to add a header to a document:

1. Click the **Insert** tab.
2. Click **Header**.
3. Click on a **header design** in the **Header Gallery drop-down menu**.
4. To **edit the header**, **type the text you want to appear** in the indicated areas.
5. When you are **finished**, click **Close Header and Footer** in the **Header & Footer Design Tools - Design tab**



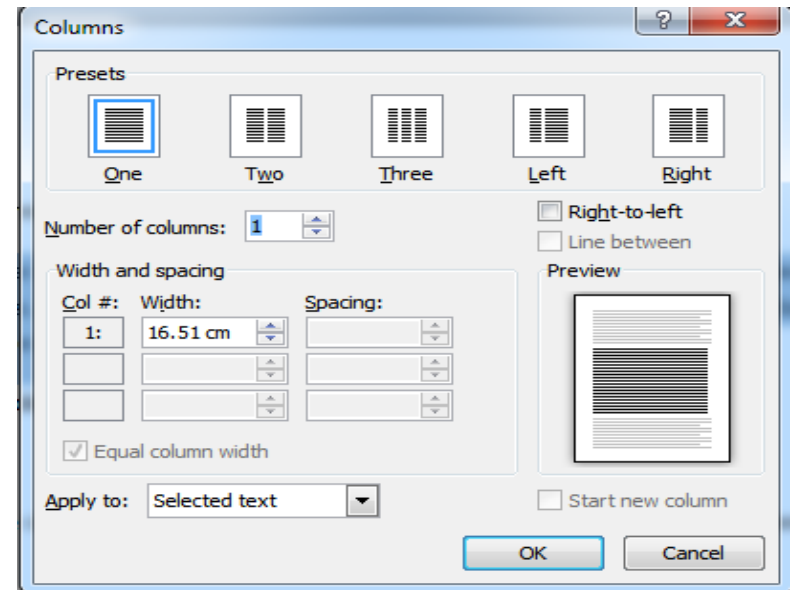
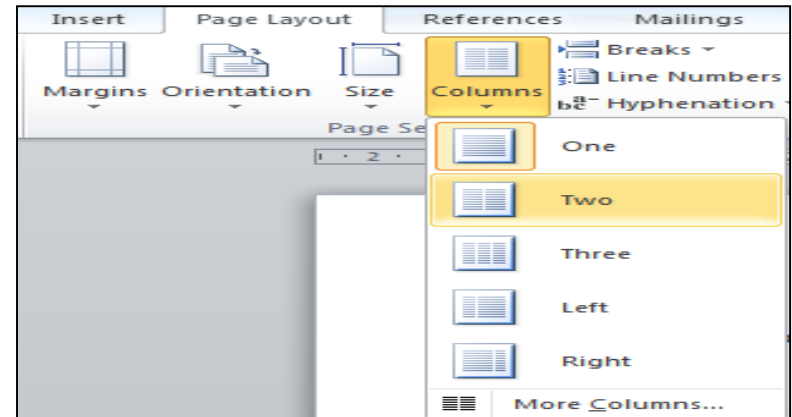
# Using Multiple Columns

**A document can have multiple newspaper-style columns.** These columns can all be the same width or can be custom widths. And, thanks to section breaks, you can have different numbers of columns in certain sections of the document.

**To switch the entire document to multiple columns:**

- Click anywhere in the document and then on the **Page Layout** tab, click the **Columns** button and select a number of columns.
- Choose **More Columns** from the menu and then set up the columns in the Columns dialog box, as shown in the figure below.

To set **only part of a document in multiple columns**, **select the paragraphs to affect before choosing a number of columns.** Word will insert continuous section breaks on both sides of the selection.



**The End**