

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

Computer Skills 2

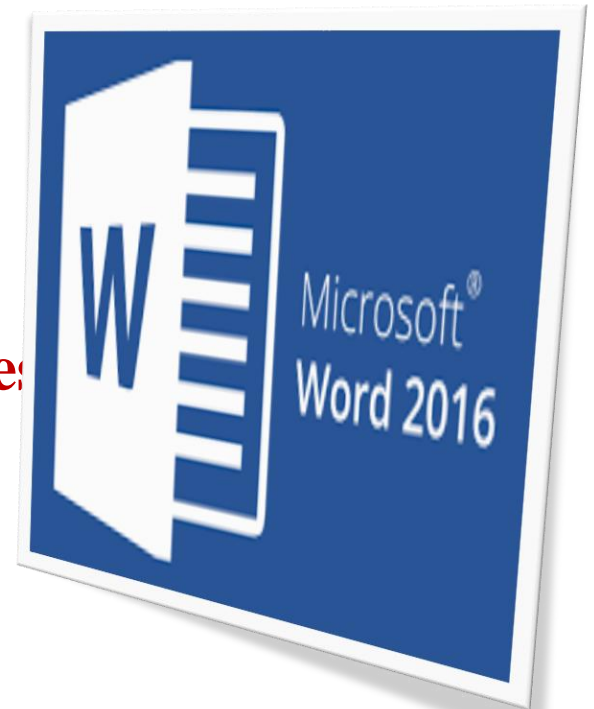


Microsoft Word 2016

Part 3

Microsoft Word 2016

1. Working with Pictures
2. Working with Table
3. Finding and Replacing Text
4. Correcting Spelling and Grammar
5. Protecting a Document from Changes



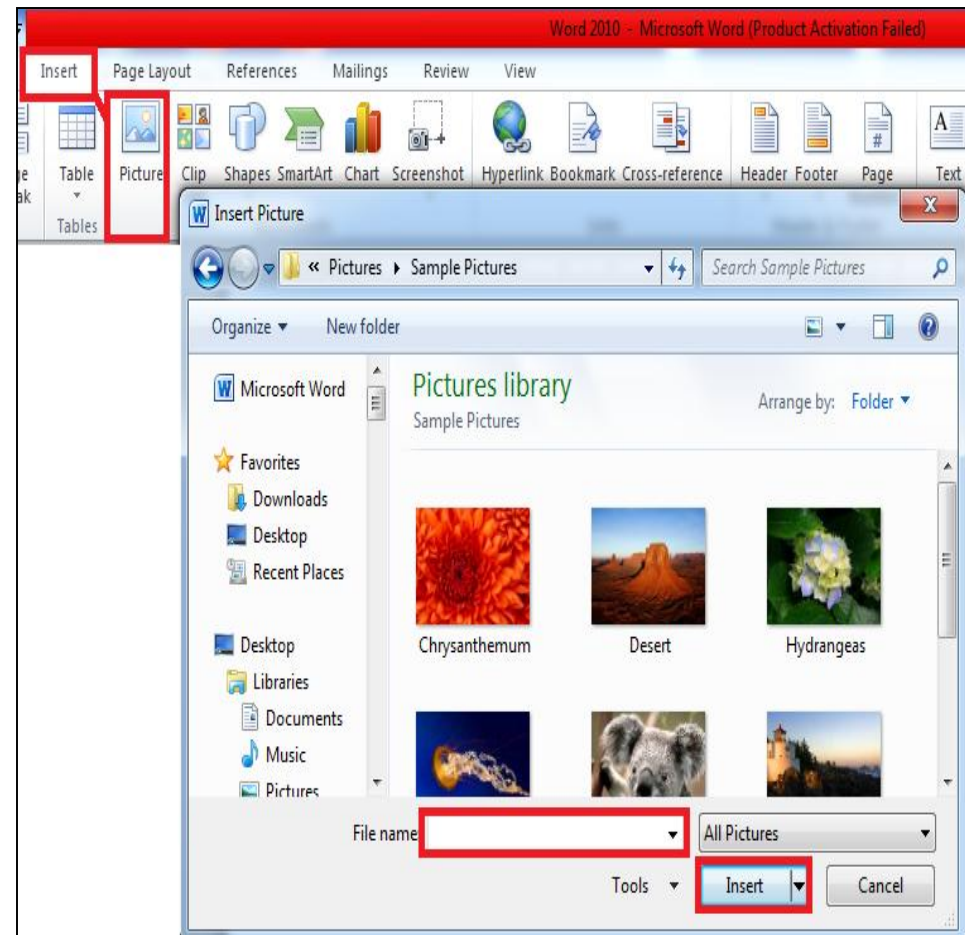
Working with Pictures

Pictures can **add meaning** to **your documents**, making them **more attractive**. You can insert pictures from your computer, such as those you have taken with **a digital camera**, or **images from Office.com** via the **Clip Art** feature.

Inserting a Picture

To **insert** a picture that you already have:

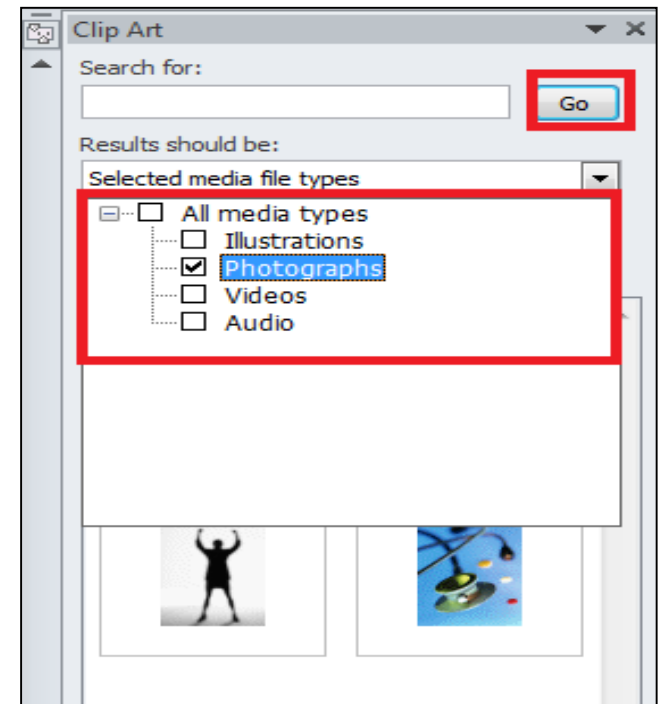
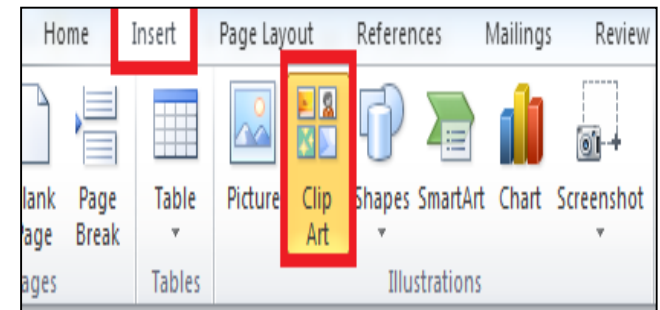
- 1. Position** the **insertion point** where you want the picture.
- 2. In the **Insert tab**, **click** **Picture**.**
- 3. In the **Insert Picture dialog box**, **select** the desired picture.**
- 4. **Click** the **Insert button** to place it in the document.**



Inserting an Image from Clip Art

Use these steps to locate an image that matches a keyword and insert it in your document:

1. **Position** the **insertion point** where you want the image.
2. On the **Insert tab**, **click Clip Art**. The Clip Art task pane opens .
3. In the **Search For box**, type a keyword.
4. **Open** the results should be **drop-down list** and make sure the **check boxes** are marked for the content types you want.
5. **Click Go** **Search** results appear in the task pane.
6. **Click** the **clip you want** to insert the clip appears in the document.
7. **Close** the **task pane**.



Moving and Resizing a Picture

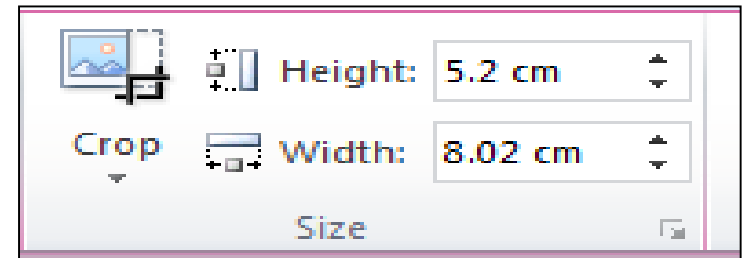
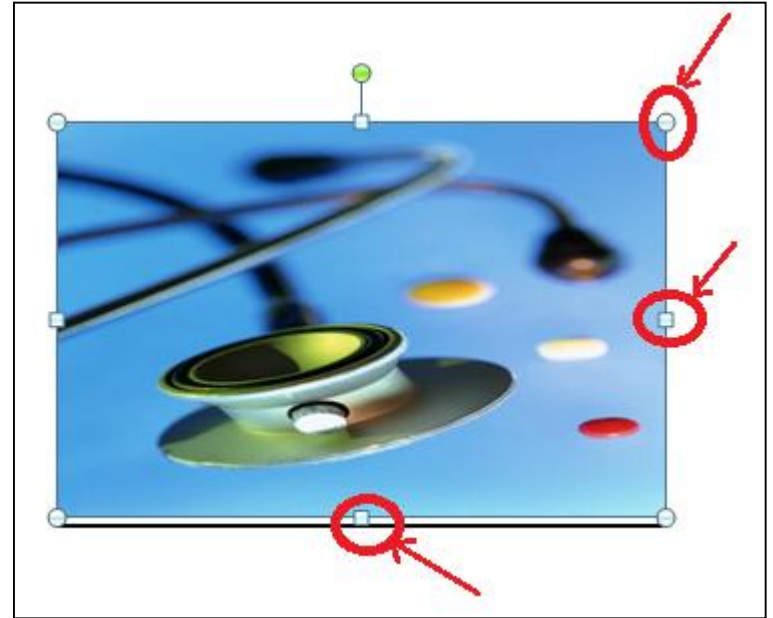
After you insert a picture, it may not be exactly the way you want it. It might be the wrong size, or in the wrong position.

- You can move and resize pictures in just the same way you move and resize any other content in a frame. To move the picture:

1. Drag it by any part of it.

- To resize a picture, drag one of its selection handles.
- To resize it proportionally, drag a corner handle.

1. You can also specify an exact size on the **Picture Tools Format** tab, in the **Size** group.

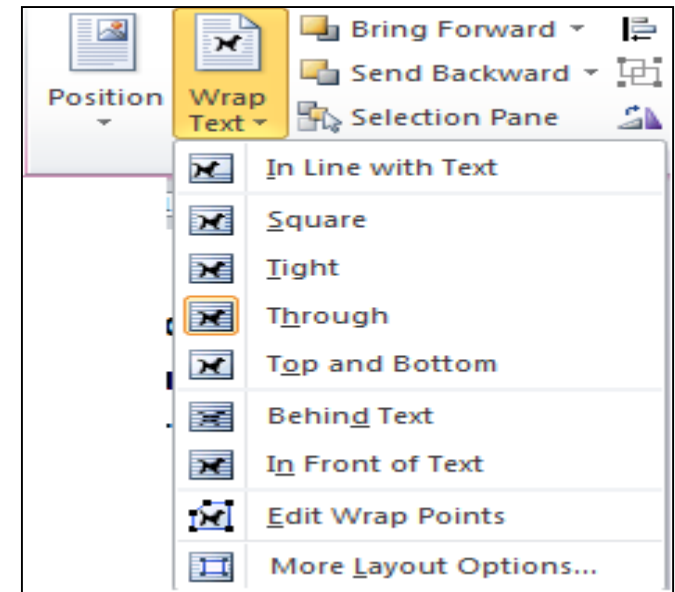


Adjusting a Picture's Wrap Text Setting

Text and pictures that occupy adjacent spots in a document interact in different ways based on the picture's Wrap Text setting. The default is **In Line with Text**, which means the picture is treated like a big character of text would be treated.

To treat the picture like a **floating object** and have the text wrap around it.

1. Set the **Wrap Text** setting to one of the other settings, like **Square**, **Tight**, or **Top and Bottom**.
2. Make your selection from the **Picture Tools Format** tab, from the **Wrap Text** button's menu.



Adjusting a Picture's Wrap Text Setting

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To treat the floating object text wrap it, set the Wrap one of the other Square, Tight, or Top Make your the Picture



picture like a and have the around Text setting to settings, like and Bottom. selection from

Tools Format tab, from the Wrap Text button's menu, as shown in Figure 9.21. Figure 9.22 shows examples of some of the wrap types.

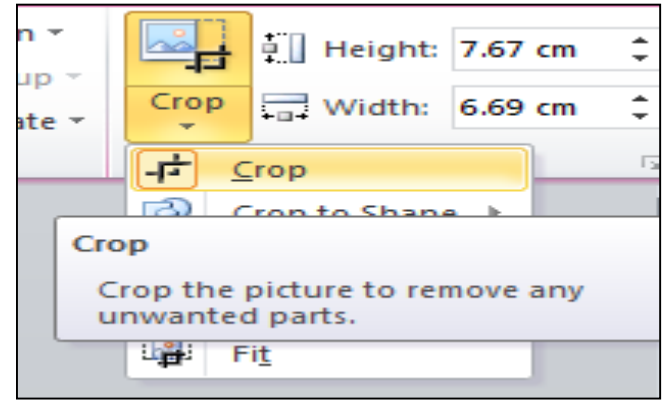
Cropping a Picture

Cropping a picture means **removing unwanted parts** of the image from **one or more sides**. You can then enlarge the picture, resulting in a zoomed-in effect. Cropping is more commonly performed on photos than on clip art.

➤ To crop a photo, use the **Crop tool on the Picture Tools Format tab**, as described in the following steps.

1. **Select the picture.**
2. On the **Picture Tools Format tab**, click the **Crop button**. Black crop handles appear adjacent to the selection handles.
3. **Drag one of the crop handles inward to decrease the area of the photo.** The areas to be excluded appear gray.

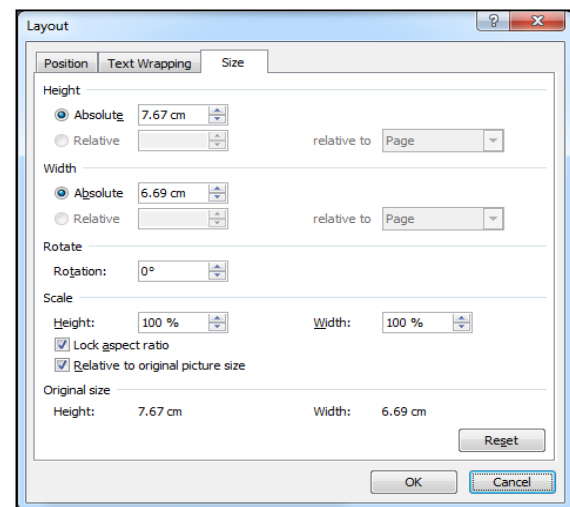
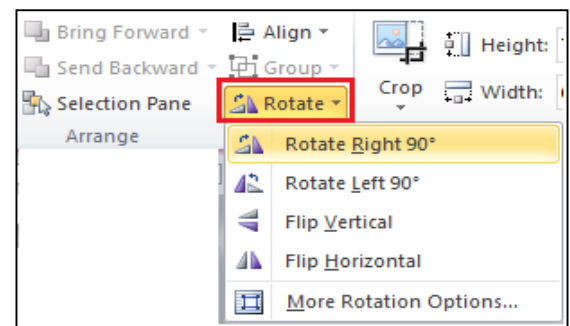
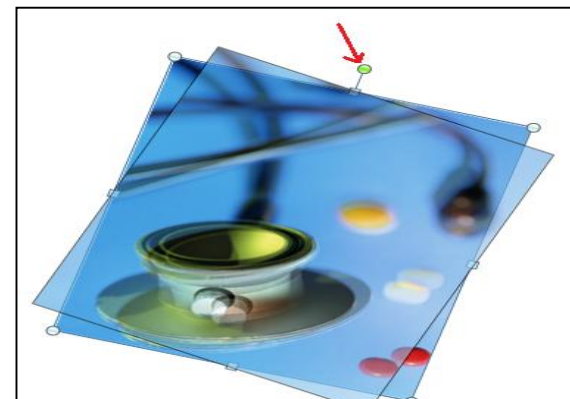
Repeat if needed for another selection handle .



Rotating a Picture

There are three ways to rotate a picture.

1. You can **drag its rotation handle to rotate it manually**. The rotation handle is the **green circle** that appears above a picture when it is selected.
2. **Open the Rotate button's menu from the Picture Tools Format tab** (Arrange group) and choose to **rotate the image to the right or the left by 90 degrees**. This method is the **quickest but is only good** if you want rotation in increments of 90 degrees.
3. **Open the Rotate button's menu and choose More Rotation Options**. Then, open the **Layout dialog box**, and **click on the Size tab**. From there, you can **set a rotation amount** in the Rotation text box, from 0 to 359. This method is **best when you need a precise amount of rotation**.



Working with Table

The **term table** has **different meanings** in **different applications**.

In **Word** and **PowerPoint**, a table is simply a **grid of cells** into which you can place data to help organize it and present it in orderly rows and columns.

Creating a Table

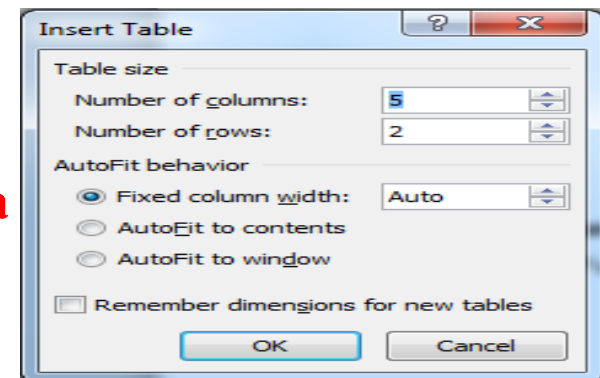
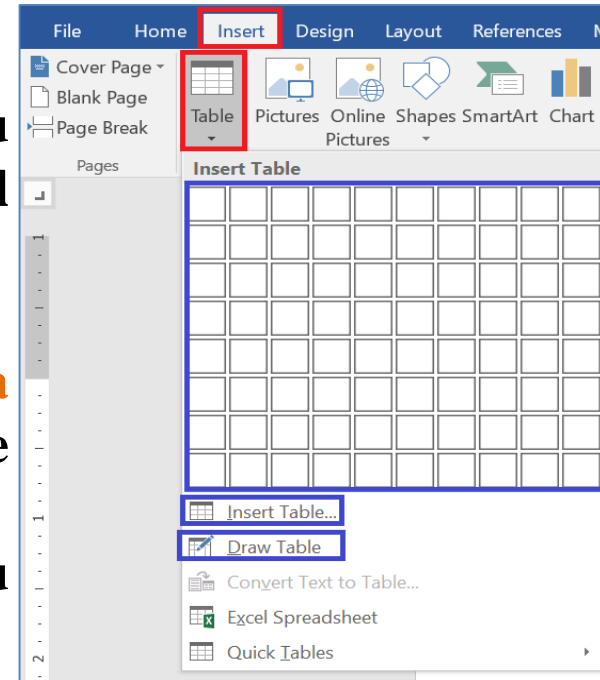
From the **Insert tab** use the **Table button**. When you click the button, a **Menu appears** containing several different tools for creating tables.

➤ Select from the grid

1. You can drag the **mouse across the grid** to **select a specific number of rows and columns** from the grid above.
2. A **table appears** in your document when you **release the mouse button**.

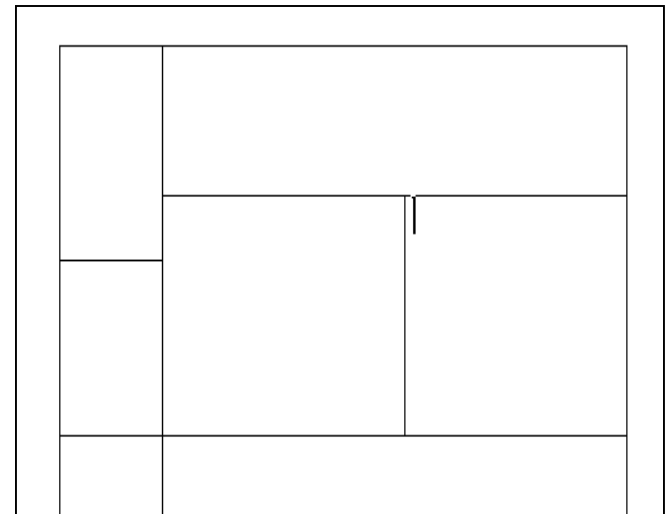
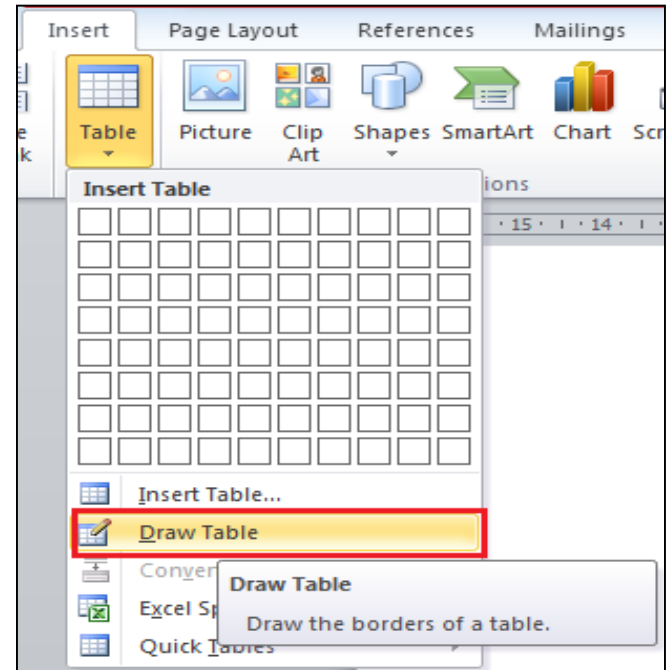
➤ Select from the Insert Table

1. Use the **Insert Table**, and a **dialog box will appear**.
2. Select the **number of rows and columns from a dialog box**.
3. Press the **OK button**.



➤ Select from the Draw Table

- 1- Choose **Draw Table**, and your mouse pointer turns into a pencil.
 - 2- **Drag to draw a rectangular frame** that will form the outside of the table.
 - 3- **Drag to draw each vertical and horizontal line** in the table.
- This method works well when you need a **table with a complex split of row and column** dividers in different parts of the table.
 - Use the **Eraser tool** to **correct any mistakes** or to **remove any unwanted line segments**.
 - Click the **Draw Table button** again to continue drawing more lines in the table if needed.



Typing in a Table

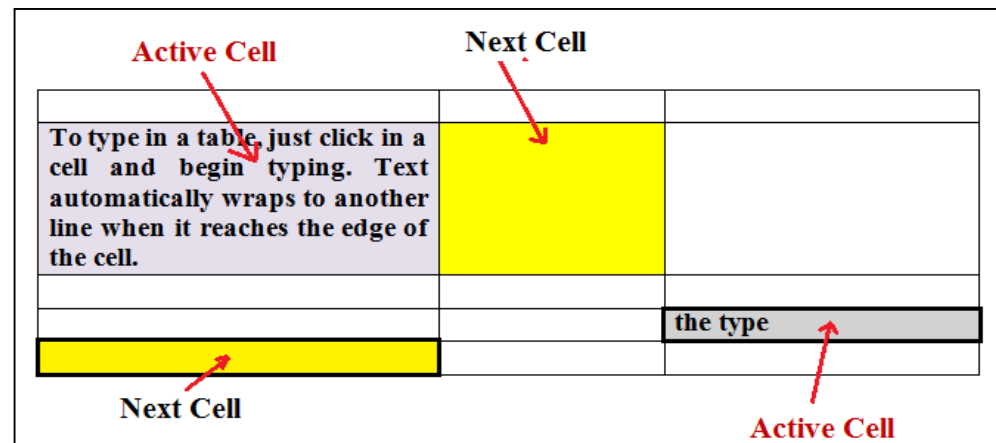
1- To type in a table, just **click in a cell** and **begin typing**. Text automatically wraps to another line when it reaches the edge of the cell. You **can use most of the same text entry techniques as with any other text**, such as

- **Enter** for a paragraph break
- **Shift+Enter** for a line break.

2- To move to the next cell, you can **click on it**, or you can **press the Tab key** to move to it.

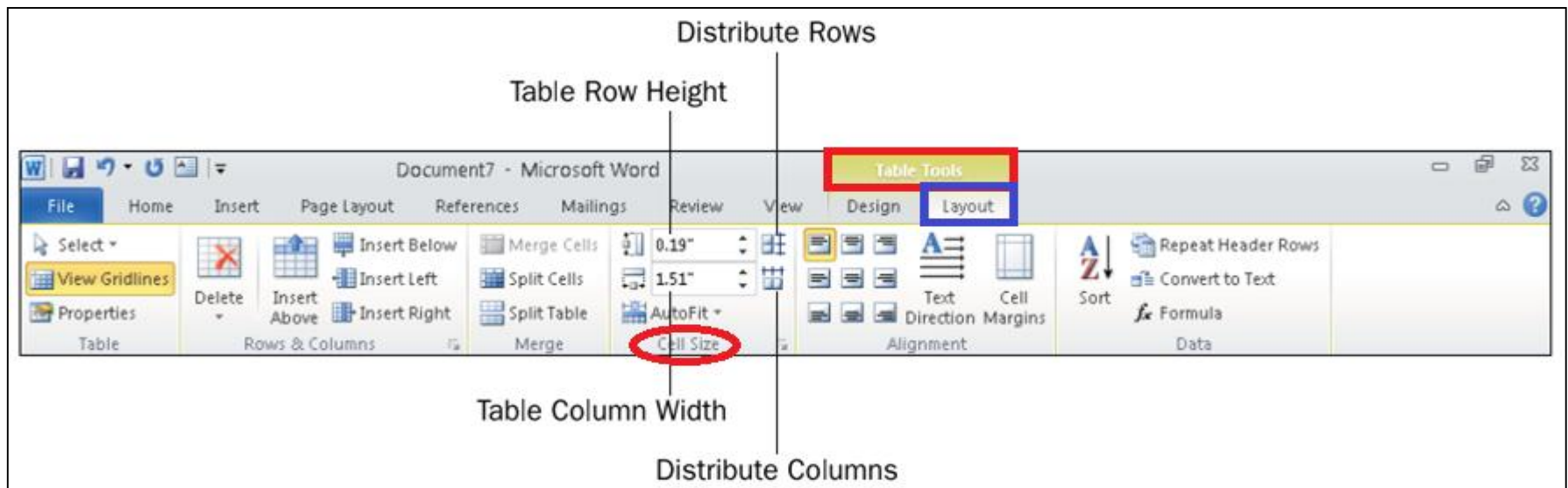
- The **next cell** is the one to the right of the **active cell**, or if the active cell is the rightmost one in a row, the next cell is the leftmost cell on the next row.
- If you press the **Tab key** in the rightmost cell in the bottom row, Word starts a new row.

3- To go back to the previous cell, press **Shift+Tab**.



Adjusting Column Widths


1. Position the **mouse pointer** over the **border between two columns** and drag to adjust column width.
2. To change the size of a **row or column**, specify an exact value in the text boxes on the **Table Tools Layout tab** in the **Cell Size group**.
3. You can use the **Distribute Rows** and **Distribute Columns** buttons, which equalize the height of the rows or the width of the columns in the table without changing the table's overall dimensions




Selecting Rows, Columns, or Cells

Before you issue certain commands, such as commands that apply to format, **you must select** the cells you want to affect.

➤ **To select an entire row,**


1. **Position** the **mouse pointer** to the **left of the row** (outside of the table).
2. The **mouse pointer** becomes a white arrow that points slightly to the right 
3. **Click** the arrow.

➤ **To select an entire column,**

1. **Position** the **mouse pointer** **above the column** (again, outside of the table), so
2. The **mouse pointer** becomes a **down-pointing black arrow** 
3. **Click** the arrow.

➤ **To select certain cells,** **drag across them with the mouse.**

➤ **To select one individual cell,** **right-click it,** point to **Select,** and click **Cell.**



To type in a table, just click in a cell and begin typing. Text automatically wraps to another line when it reaches the edge of the cell.	automatically wraps to another line when it reaches the edge of the cell.	

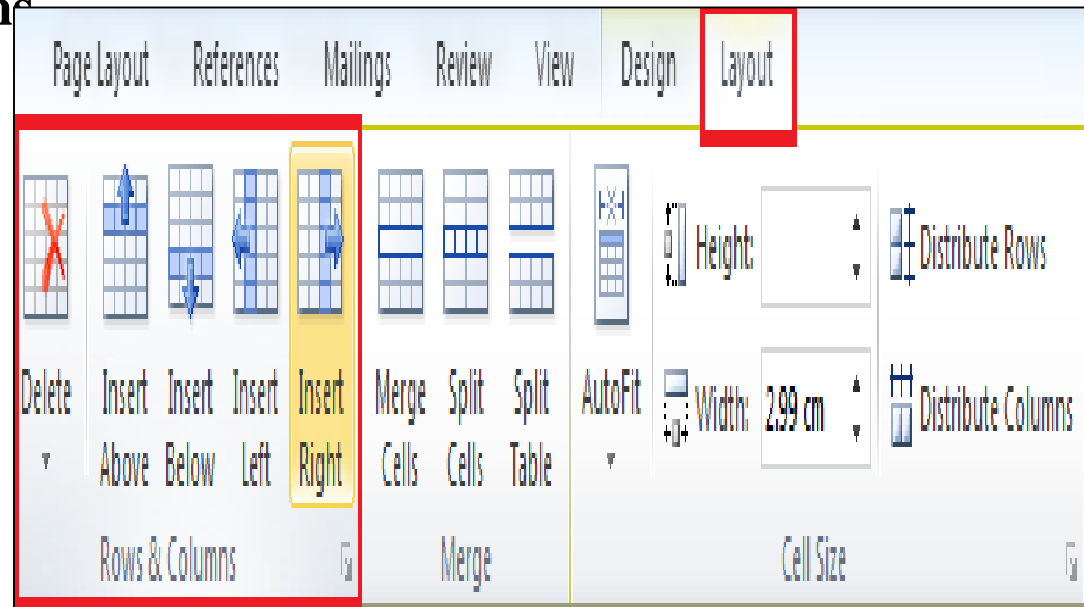


To type in a table, just click in a cell and begin typing. Text automatically wraps to another line when it reaches the edge of the cell.	automatically wraps to another line when it reaches the edge of the cell.	

Inserting and Deleting Rows and Columns

- **To insert a new row at the bottom of the table,**
 1. Click in the last cell (bottom right).
 2. Press the Tab key.
- **If you want a row in some other position or a new column.**
 1. Use the **Table Tools Layout** tab.
 2. The Rows and Columns group contains buttons for inserting new rows or columns before or after the active cell's row or column.
- **If you want to insert multiple rows or multiple columns.**
 1. Select a corresponding number of rows or columns in the table before clicking one of these buttons.

- **To delete a row or column.**
 1. Select the row or column.
 2. click the **Delete** button in the Rows and Columns group, on the **Table Tools Layout** tab.

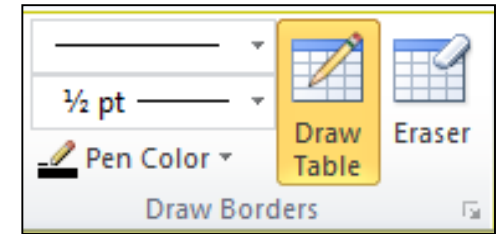


Merging and Splitting Cells

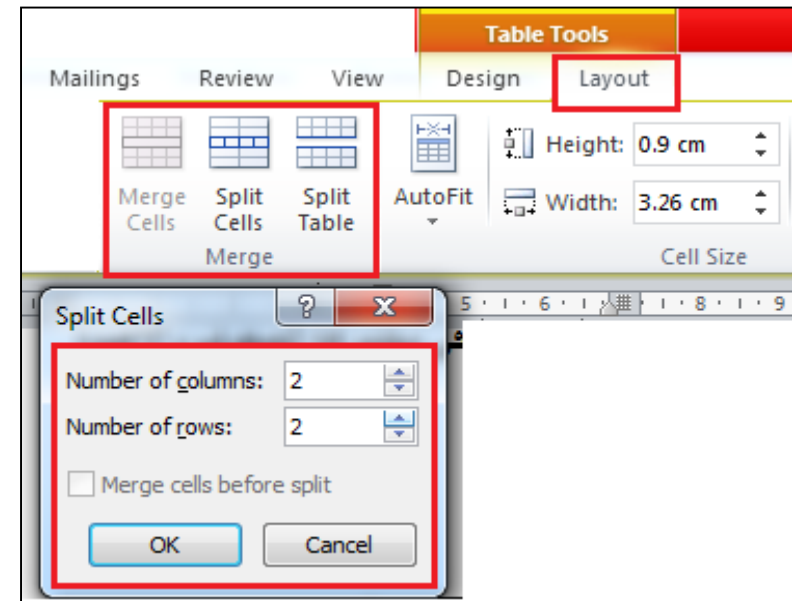
you can use the **Draw Table** and **Eraser** tools to add and remove borders in your table. This is one way of merging and splitting cells.

1. Click **Draw Table** and then drag a dividing line to split a cell into two pieces by drawing another line. Repeat as many times as needed.
2. Click **Erase** and then click any dividing line to merge two cells.

Another way to merge and split cells is with the **Merge Cells** and **Split Cells** buttons on the **Table Tools Layout** tab.



To type in a table, just click in a cell and begin typing. Text automatically wraps to another line when it reaches the edge of the cell.	automatically wraps to another line when it reaches the edge of the cell.			



Formatting a Table

You can format each table cell with a **specific background color (fill)** and your choice of **borders around each side** (color, style, and thickness). However, **applying a table style** to the entire table is often easier, as it applies preset combinations of formatting chosen to work well together.

➤ **To choose a table style:**

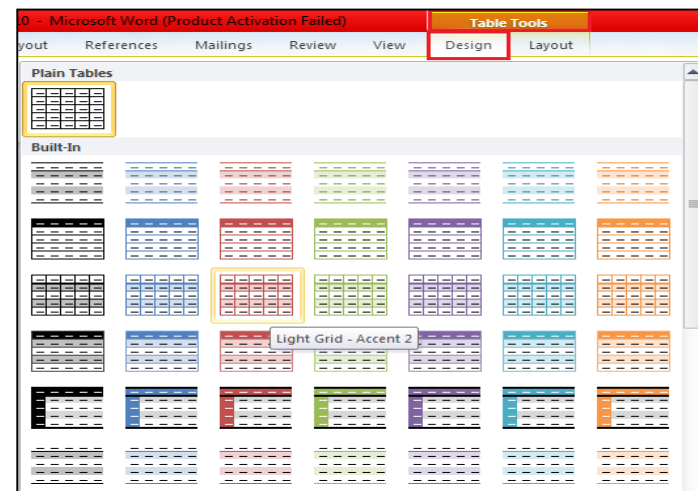
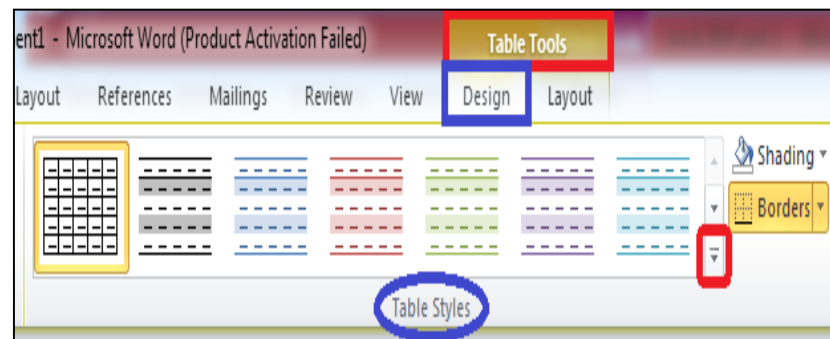
Table Tools → **Design** tab → **Table Styles** group → open the gallery → make your selection of colors and styles.

The colors are from the theme colors currently applied.

➤ **To manually format certain cells, select them** and then use the :

- 1) **Shading**
- 2) **Borders** button

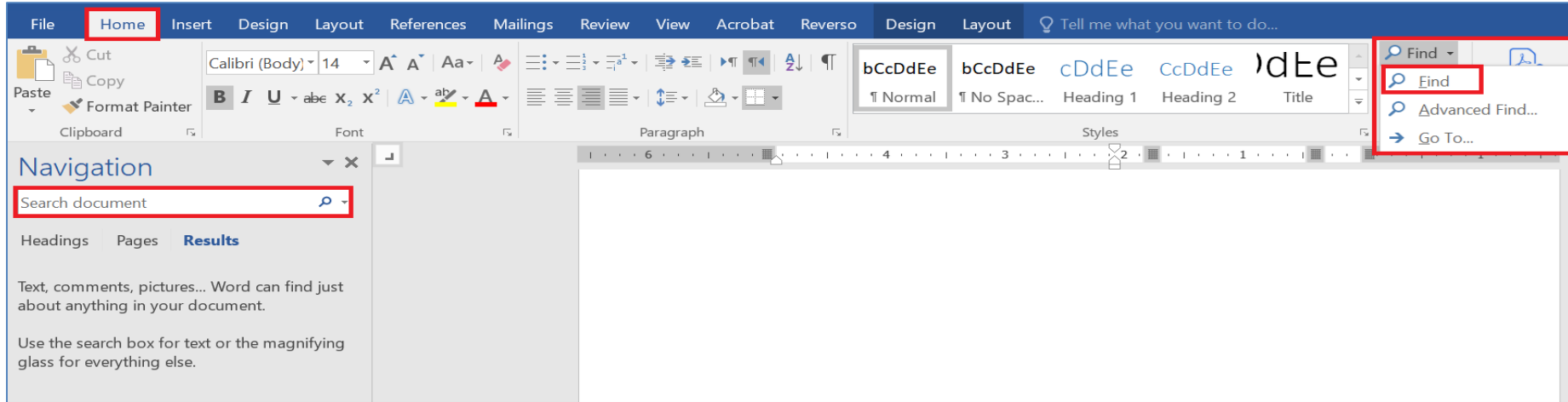
In the **Table Styles** group to apply different borders or shading to only the selected cells.



Finding and Replacing Text

Finding Text

You might sometimes need to find specific words or phrases in an existing document and replace them with others.

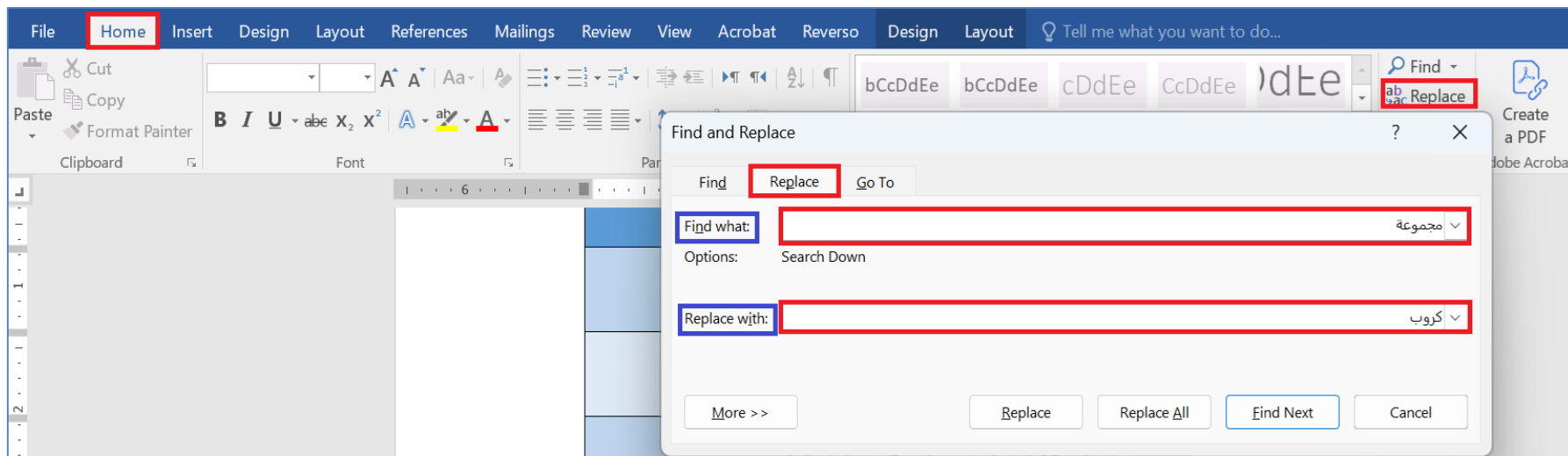


Use these steps to find a text string in a document using the Navigation pane:

1. On the **Home** tab, **Editing** group, click **Find**.
2. The **Navigation** task pane appears
3. In the **Search Document** text box, type the text for which to search.
4. Search results appear immediately in the pane.
5. Click the first instance found to jump to it in the document.
6. Click each additional instance to jump to it as needed.
7. When you are finished, close the **Navigation** pane.

Replacing Text

The **Replace tab** has all the **same features** as the **Find tab**, but also has a text box where you can type the text that should replace the found text..



Use these steps to find a text string in a document using the Navigation pane:

1. On the **Home tab**, **Editing group**, **click Replace**.
2. The **Find and Replace dialog box** opens to the **Replace tab**.
3. In the **Replace With box**, type the text string you want to replace.
4. **Click Find Next**. The first instance is located. If you want to replace this instance, **click Replace**; otherwise, **click Find Next**.
5. You can also **click Replace All** to replace all instances **at once**.
6. Continue working through **all instances**.
7. **Click Cancel** to close the **dialog box**.

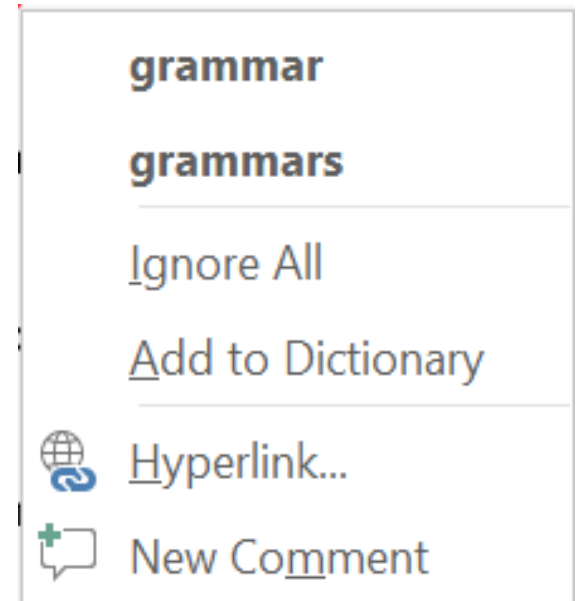
Correcting Spelling and Grammar

Everyone occasionally **makes spelling and grammar errors**, even if they are just **typographical errors**. **Word has tools** to help correct these before anyone else sees them.

As you type, Word points out **any words** that are **not in its dictionary** with a **red wavy underline**.

You can **right-click** the **wavy-underlined** word or phrase for a shortcut fixes menu.

- 1. Accept a suggested correction:** One or more suggested spellings appear at the top of the menu; click one to correct instantly.
- 2. Ignore the error:** You can choose Ignore to ignore it once (turning off the wavy red underline) or Ignore All to ignore all instances of the same word within this document only.
- 3. Add the word to the dictionary:** You can add the word to Office's list of accepted words, so the word will not be flagged as misspelled in any document in the future.



Protecting a Document from Changes

After you have spent a lot of time on a document, you might want to make sure that nobody makes unauthorized changes to it.

There are several ways to protect a document, each with its own features and benefits.

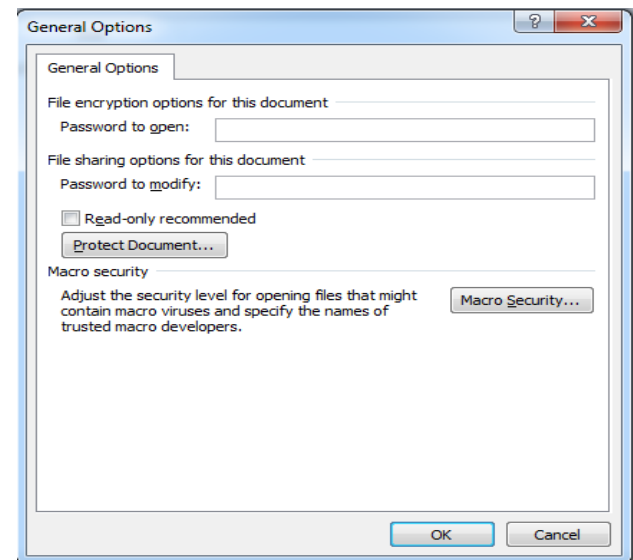
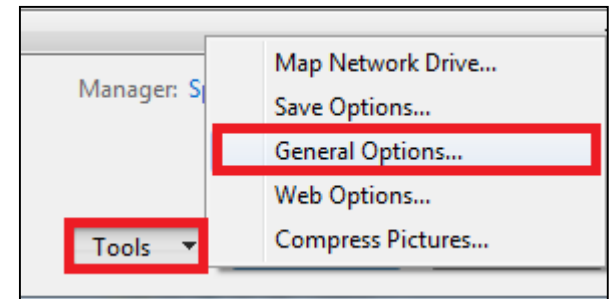
1- Password Protection

The most basic protection is password protection.

You can assign two separate passwords for a document:

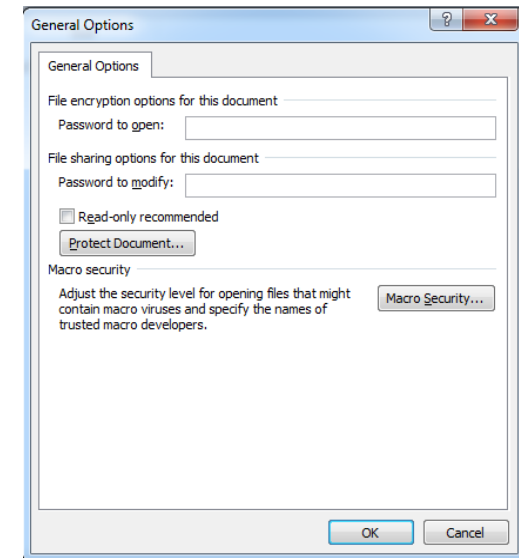
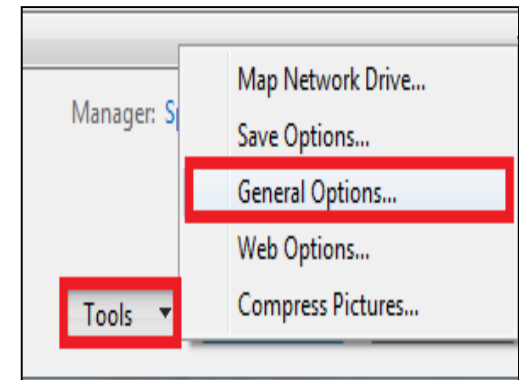
- 1) Password to Open
- 2) Password to Modify.

When prompted for the password, the document either opens normally or in Read-Only mode, depending on which password the user enters.



Follow these steps to password-protect a Word document:

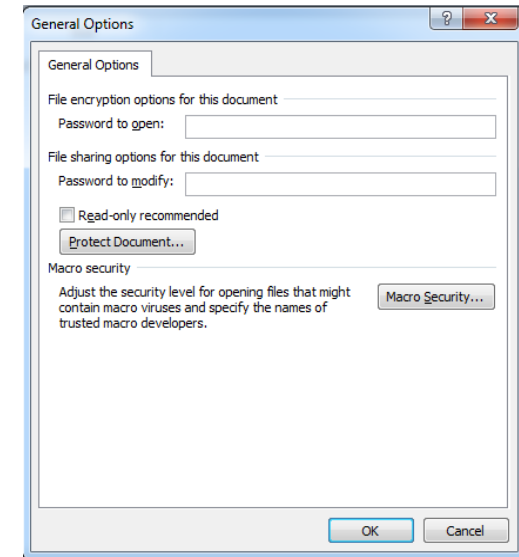
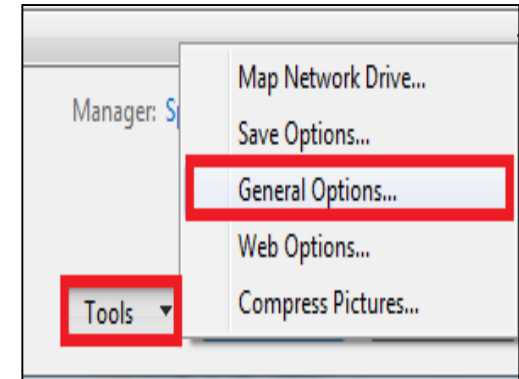
1. On the **File** tab, Click **Save As**, the **Save As** dialog box opens.
2. Click **Tools**, **Menu** that appears, Click **General Options**.
3. The **General Options** dialog box opens.
4. Type the **password** a user must know in order to open and view the document .
5. Click **OK**.



2- Removing a Password

Follow these steps to stop password-protection on a document:

1. On the **File** tab, Click **Save As**, the **Save As** dialog box opens.
2. Click **Tools**, **Menu** that appears, Click **General Options**.
3. The **General Options** dialog box opens.
4. Clear the text in the **Password** (**Open Password** , **Modify Password**) boxes.
5. Click **OK**.



The End