

الجامعة المستنصرية /كلية العلوم /قسم الفيزياء

Microsoft office

word

تأليف:

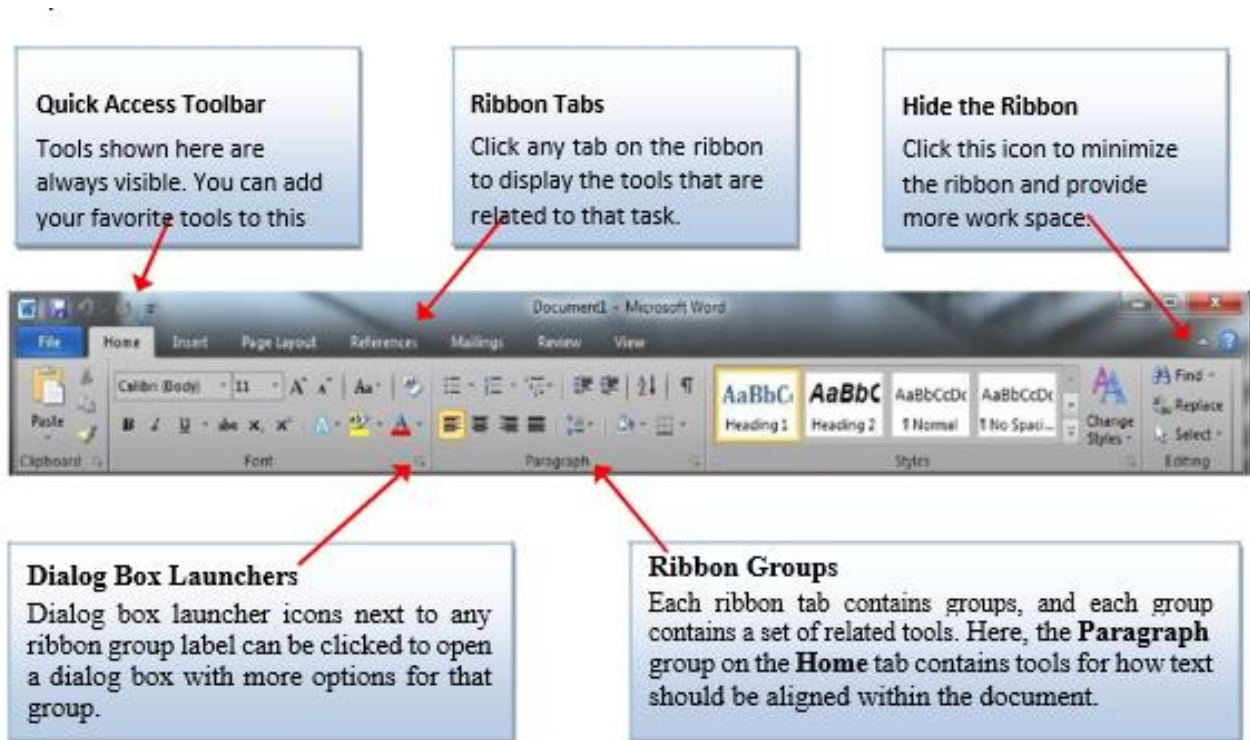
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word

Microsoft Word 2010" is a word processing program designed to assist in creating professional-quality documents. With its top-notch formatting tools, Word enables efficient organization and writing of documents. Additionally, Word includes robust editing and revising tools for easy collaboration with others.

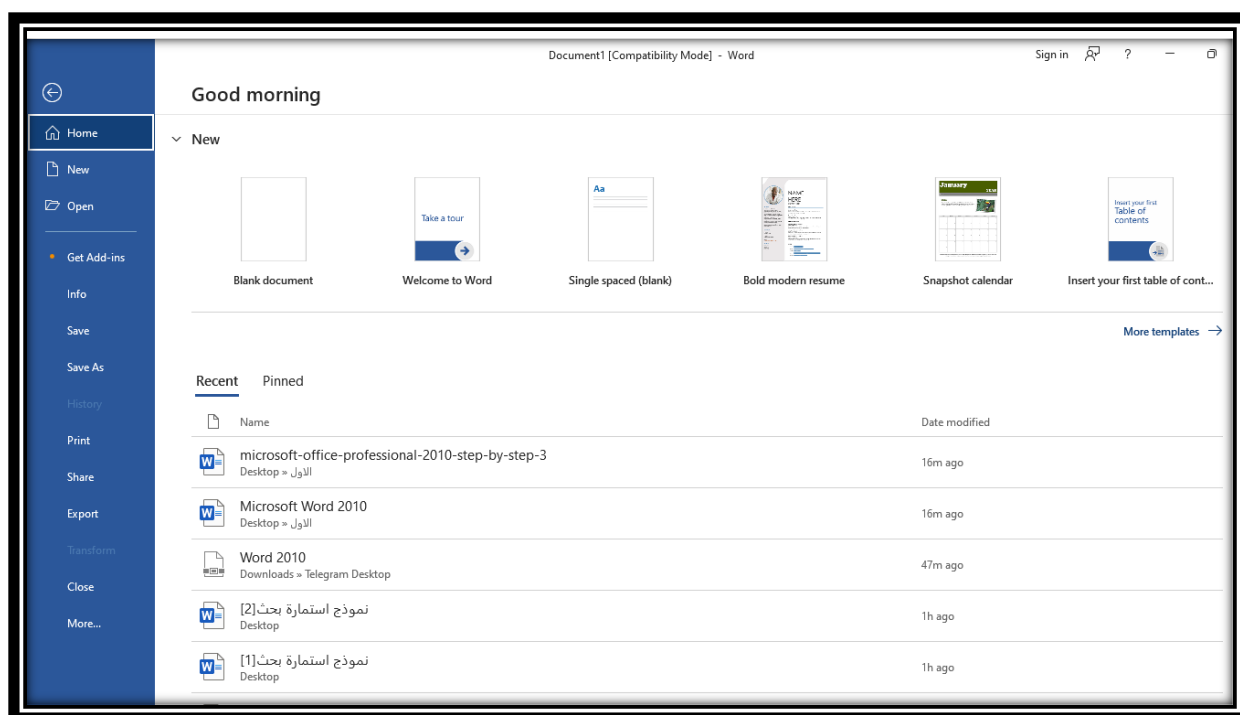
Microsoft Office Interface: Microsoft Office 2010 enhances the ribbon interface introduced in Microsoft Office 2007. The Microsoft Office Ribbon comprises a set of tools grouped together under related tabs.



1. File

The "File" menu in Word contains a range of options allowing you to manage your documents and perform various operations. Through this menu, you can:

- a) **Create a New Document:** Start with a new blank file.
- b) **Open Document:** Access an existing file on your computer.
- c) **Save:** Save the current document.
- d) **Save As:** Save the file under a different name or in a different location.
- e) **Print:** Print the current document or preview it before printing.
- f) **Share:** Share or send the file via email.
- g) **Recent:** View a list of recently opened files.
- h) **Close:** Close the Word program.



2. HOME

The "Home" menu in Word contains a set of tools and commands that facilitate text formatting and editing operations. This menu includes:



[Clipboard](#) -- [Font](#) -- [Paragraph](#) -- [Styles](#) -- [Editing](#)

A. The Clipboard Group

The clipboard group is on the far left of the Home Tab.



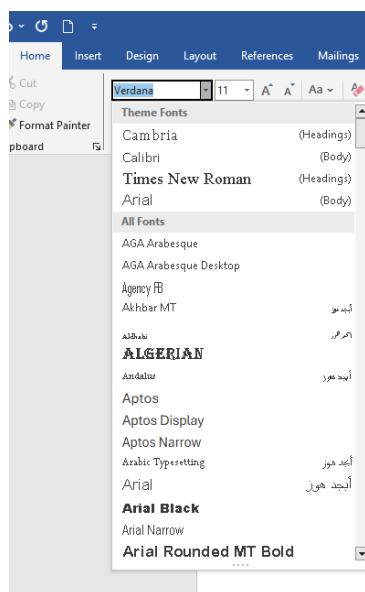
the Clipboard Group in Microsoft Word contains tools that allow you to copy and paste texts and other elements within your document. This group includes:

1. **Copy:** Copies the selected text or item to the clipboard for later use.
2. **Paste:** Inserts the content from the clipboard into the current document at the current position. : The Paste button is actually a drop-down menu of paste choices which is similar to the paste options you see after you paste if you use the **Ctrl + V** shortcut.
3. **Format Painter:** Allows you to copy formatting (such as text formatting) from one place to another in the document.

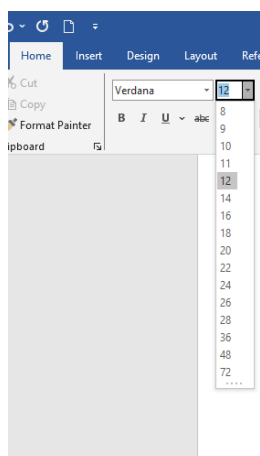
B. Font

The "Font" menu in Word contains a set of options that allow you to change the formatting of fonts and texts in your document. This menu includes:

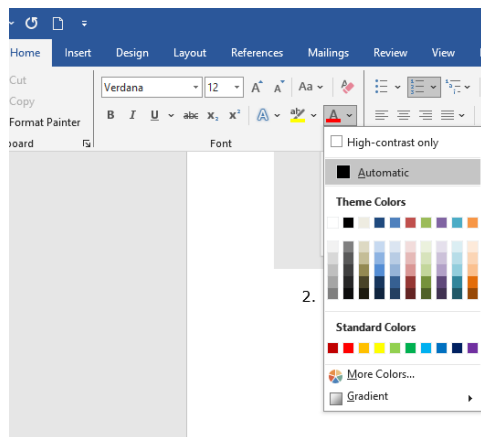
- **Font Type:** Allows you to choose the font type used, such as Arial or Times New Roman.



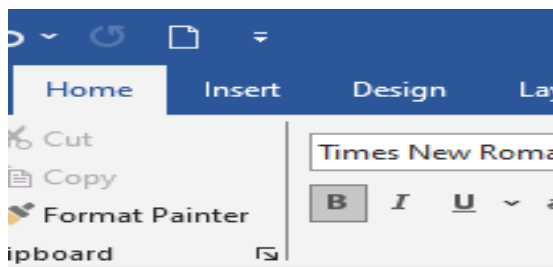
- **Font Size:** Enables you to set the text size, like 12-point or 14-point.



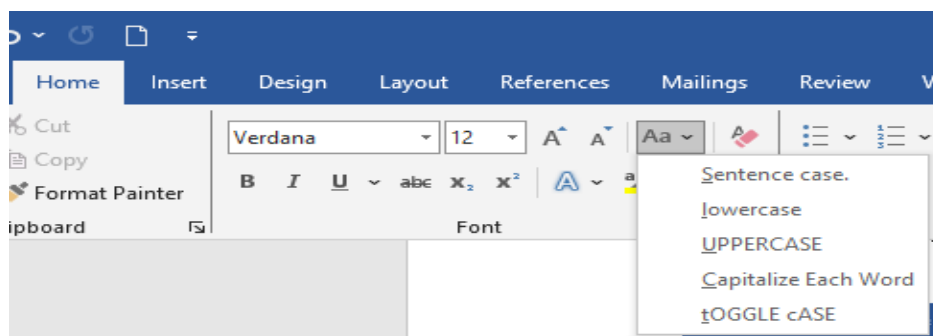
- **Font Color:** Changes the text color.



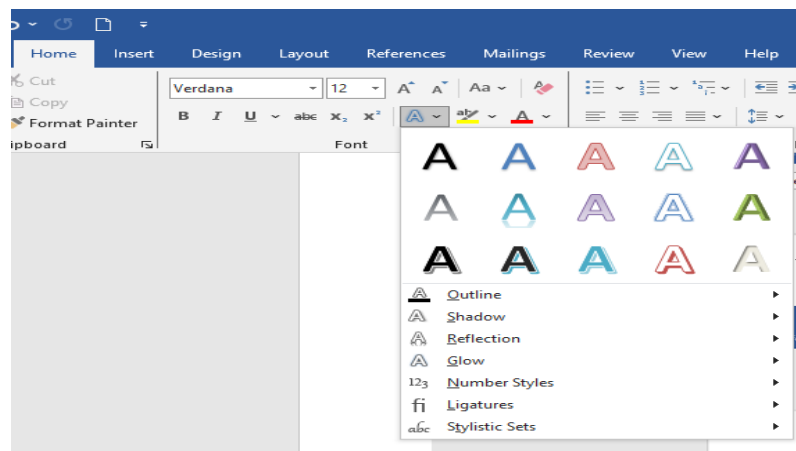
- **Font Style:** Options like making the text bold **B**, italic *I*, or underlined U.



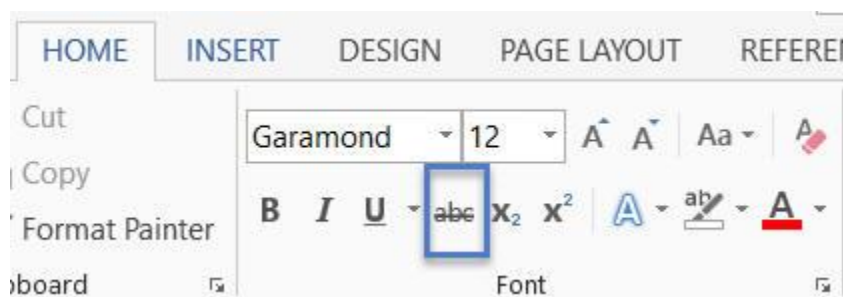
- **Change Case:** Lets you alter the letter case, such as converting text to uppercase or lowercase.



- **Text Effects:** Adds special effects to the text, like shadow or 3D effects.



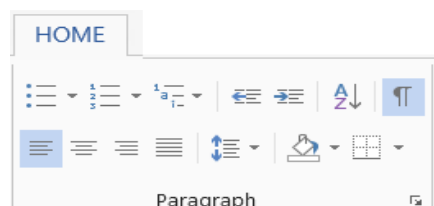
- **Strikethrough** button gives you a single line through selected text. A double line is possible through the Font Formatting dialog box (below). If it is clicked on text that already has single-line strikethrough, that is removed.



- **More Font Options:** Opens a window with advanced font formatting choices.

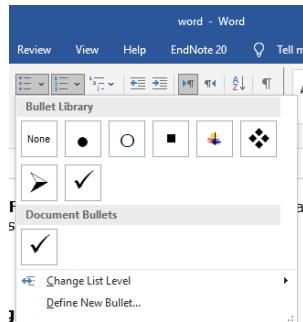


C. The Paragraph Group: consist of



1. Bullets

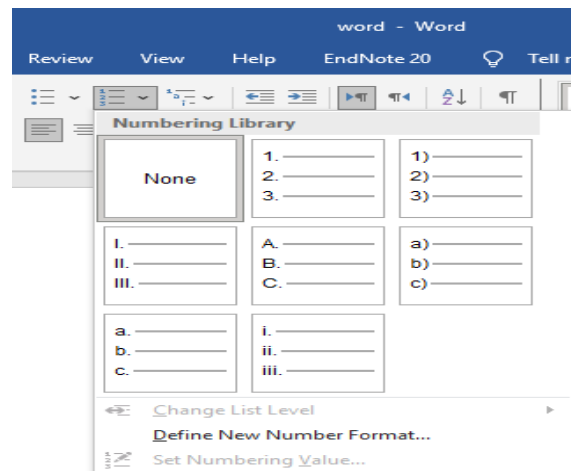
- Click to add a bullet (using last used type).
- Subsequent paragraphs adopt same bullet.
- Pressing Enter on empty line stops bullets.
- Click adjusts indents, creating a "hanging indent" for bullet and text.



Clicking on the down-pointing triangle will give you choices.

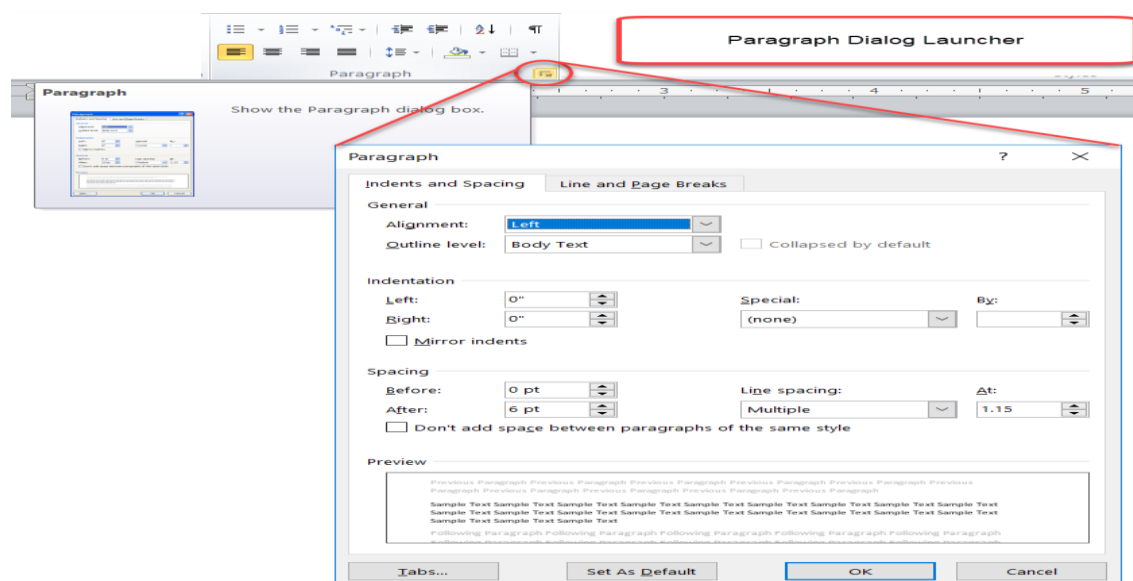
2. List Numbering

- Second button: Simple numbered lists.
- Click for a single-level numbered list (last used type).
- Can be applied to existing paragraphs.
- Dropdown triangle for more list choices.



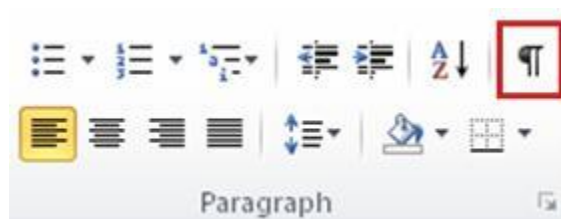
3. Paragraph Dialog Launcher

- Arrow in Paragraph group: Launches Paragraph Formatting dialog.
- Suggests using Styles for formatting rather than direct changes.



4. Show/Hide Formatting Marks

- Show/Hide command displays spaces, enters, and tabs.
- Helps visualize document layout and spot errors.
- To access, go to Home tab > Paragraph group > Click Show/Hide.

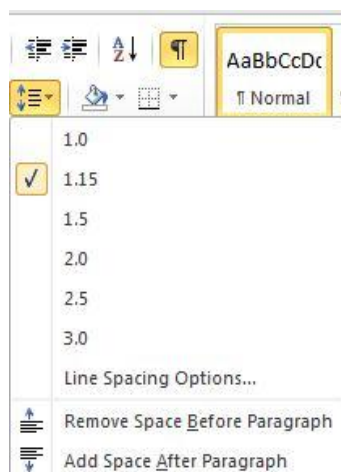


5. Line Spacing

Adjust line spacing by selecting the desired number:

- Click 1.0 for single-spacing (earlier Word versions).

- Click 2.0 for double-spacing.
- Click 1.15 for Word 2010 single-spacing.
- Click "Remove Space Before Paragraph" to eliminate added lines after each paragraph (default).



6. Sort a list alphabetically

Let Word sort a text list for you, either from A to Z or Z to A.

1. Select the text in a one-level bulleted or numbered list.
2. On the **Home** tab, click **Sort**. (In Outlook: On the **Format Text** tab, click **Sort**.)
3. In the **Sort Text** box, set **Sort by** to **Paragraphs** and **Text**.
4. Click either **Ascending** (A to Z) or **Descending** (Z to A).
5. Click **OK**.

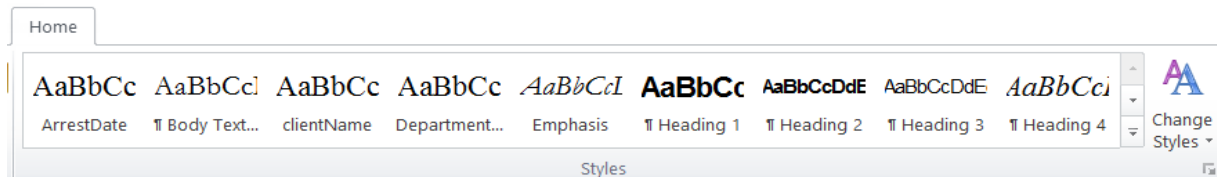


7. Indent

1. Select the text for indenting.

-

The Style Group" in Word includes options and commands for formatting texts and creating custom styles to ensure consistent and quick document formatting.



The Editing Group in Word is positioned at the far-right end of the Home Tab. It comprises three options.

HOME

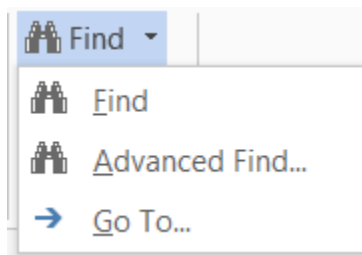
Find

Replace

Select

Editing

There are three commands of find:

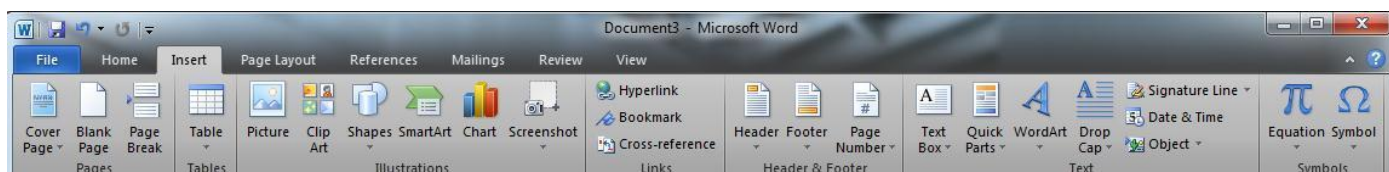


1. "Find" (Search): Used to search for specific words or phrases within the text.
2. "Find Advanced" (Advanced Search): Provides more refined search options like case sensitivity and precise location selection.
3. "Go To": Allows navigation to specific locations in the text, such as pages or paragraphs within the document.

2. Replace: finds and changes text

3. Select

3.Insert



The "Insert" menu in Word contains various groups with commands and tools for adding content to a document. These groups include:

- a) **Pages:** Allows adding new pages or a cover to the document.
- b) **Tables:** Enables creating and inserting tables into the document.
- c) **Illustrations:** Includes pictures, drawings, and illustrations.

- d) **Links:** Allows inserting links to web pages or other documents.
- e) **Header & Footer:** Permits adding headers and footers to pages.
- f) **Text:** Allows inserting different types of text and textual elements.
- g) **Symbols:** Permits inserting special characters and symbols.

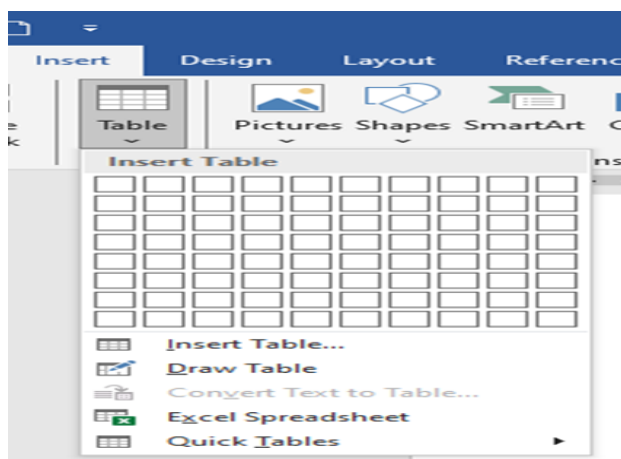
Pages

Pages groups consist of these commands:

- **Page:** Cover Page, Blank Page, Page Break
- **Cover Page Dropdown:** Offers Built-in, Remove Current Cover Page, and Save Selection to Cover Page Gallery options. Includes built-in cover pages like Alphabet, Annual, Austere, etc.
- **Blank Page:** Inserts a blank page by adding two page breaks above and below the current insertion point.
- **Page Break:** Inserts a page break with the shortcut Ctrl + Enter.

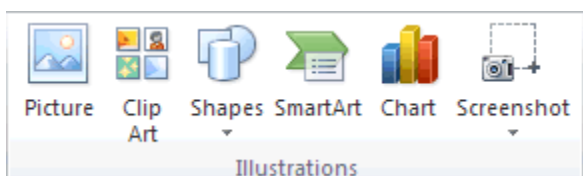
Tables: This group consist of

Insert Table, Draw Table, Convert Text to Table, Excel Spreadsheet, Quick Tables



- **Insert Table:** Opens a window to specify columns, rows, and AutoFit behavior.
- **Draw Table:** Allows creating a table by drawing horizontal and vertical lines using the mouse.
- **Convert Text to Table:** Opens the "Convert Text to Table" dialog box.
- **Excel Spreadsheet:** Inserts an Excel worksheet into the document.
- **Quick Tables:** Enables insertion of stored tables as building blocks.

Illustrations: this group consist of



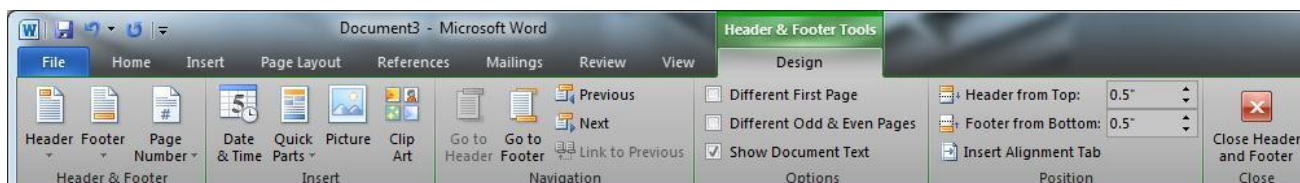
- **Pictures:** Enables insertion of images.
- **Shapes:** Allows insertion of various shapes.
- **Icons:** Permits the insertion of icons.
- **3D Models:** Enables insertion of three-dimensional models.
- **Chart:** Used for creating charts.
- **Screen shots:** is used to capture images of program windows or parts of the screen and insert them into the document.

Links:

- **Hyperlink:** Enables the insertion of hyperlinks.

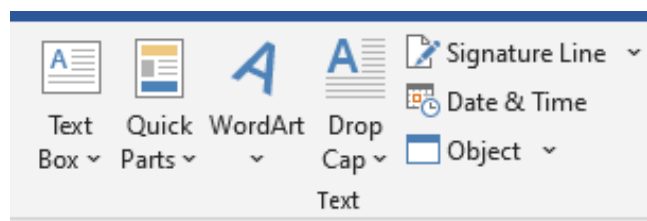
- **Bookmark:** Used to designate specific locations within the document.
- **Cross-reference:** Allows referencing specific parts within the document.

Header & Footer:



- **Header:** Allows adding a header to the page.
- **Footer:** Allows adding a footer to the page.
- **Page Number:** Enables adding page numbers.

2. Text:

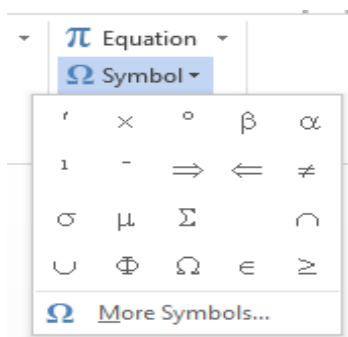


- **Text Box:** Enables adding text boxes.
- **Quick Parts:** Allows insertion of pre-saved parts.
- **WordArt:** Used to create artistic text.
- **Drop Cap:** Allows adding a large initial letter at the beginning of a paragraph.
- **Signature Line:** in Word: Placeholder for signature info.
- **Date and Time:** feature: Inserts current date or time.

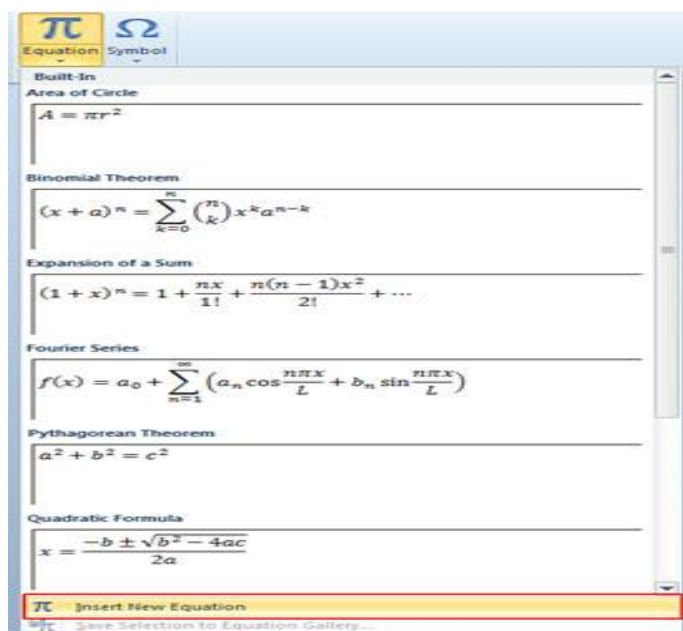
- **Object:** Insertable element (e.g., image, file) in a document.

Symbols:

This group is consisting of equations and symbol



- **Equation:** Used for inserting mathematical equations.



- **Symbol:** Enables the insertion of special symbols and specific characters.

4. Design

The "Design" window in Word consists of two groups which is document formatting and page background.



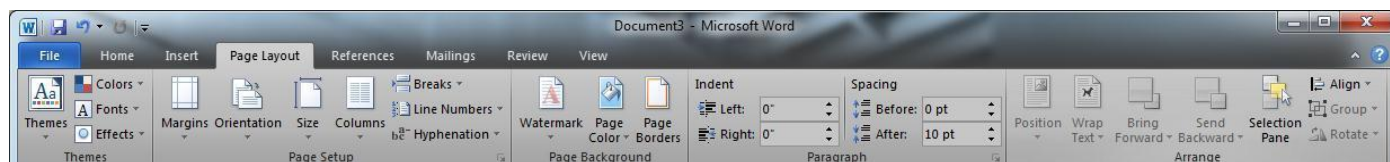
Document formatting group consist of :

- Thems
- Style set
- Colors
- Fonts
- Paragraph and spacing
- Effects
- Set as default

Page Background: consisting of

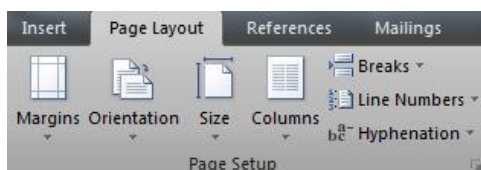
- Watermark:** Background image/text indicating document status or branding.
- Page Color:** Alters background color for the entire page or sections.
- Page Borders:** Adds customizable borders around the page/sections.

5. Layout



the Page Layout groups in Microsoft Word offer tools to adjust how your document looks:

a) **Page Setup:** Change page size, margins, and orientation. These options include:



- **Margins:** Adjusting the top, bottom, left, and right margins of the page.
- **Orientation:** Selecting the page orientation between landscape and portrait.
- **Size:** Choosing the paper size for the page, such as standard sizes or custom dimensions.
- **Columns:** Dividing the page into columns and specifying their number and spacing.
- **Breaks:** Inserting page breaks or section breaks to change page arrangement.
- **Line Numbers:** Enabling or disabling line numbering and specifying its position.
- **Hyphenation:** Enabling or disabling automatic hyphenation at line breaks.

b) **Paragraph:**

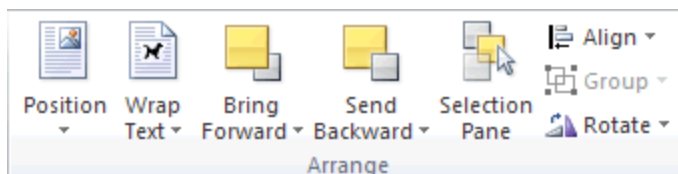
The Paragraph group in Microsoft Word contains a set of tools and options that allow you to format and edit text and paragraphs in your document. The key options in this group include:

Indentation: Adjusting spaces and alignment at the beginning of paragraphs.

Spacing: Modifying line and paragraph spacing.

Spacing Before/After: Adjusting spacing before or after paragraphs.

c) **Arrange:** this group consist of :



- **Position Drop-Down:** Choose picture positioning like "In Line With Text" or "Text Wrapping." More options available in "More Layout Options."
- **Wrap Text Drop-Down:** Offers various text wrapping choices including "Square," "Tight," "Through," "Top and Bottom," "Behind Text," "In Front of Text," and more in "More Layout Options."
- **Bring Forward & Send Backward:** Moves objects layer-wise - bring forward one level or send backward. Dropdown options bring to front or send to back.
- **Selection Pane:** Opens a pane listing document objects.
- **Align Drop-Down:** Aligns objects with options like left, center, right, top, middle, bottom, distribute horizontally/vertically, and more.
- **Group Drop-Down:** Group, regroup, or ungroup objects.
- **Rotate Drop-Down:** Rotate objects 90 degrees or access further rotation options.

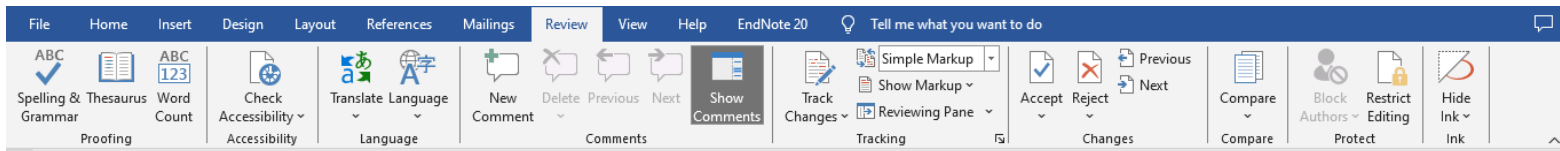
6. Reference

The reference window in Word enables efficient insertion and management of references and sources.

7. Mailings

"Mailings" in Microsoft Word refers to the set of tools enabling the merging of information from various sources into a single document, such as emails or mailings, to create customized content for each individual or entity.

8. Review



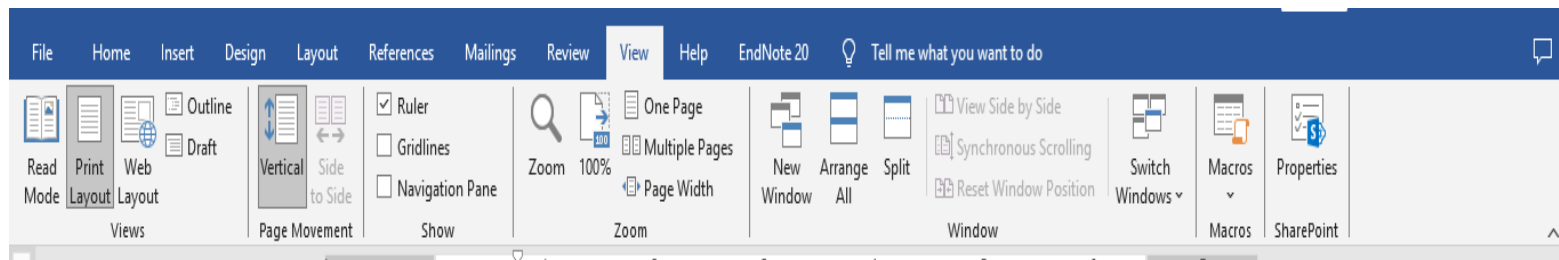
It includes various groups such as:

- a) **Proofing Tools:** Spell check, grammar check, and finding spelling and language errors.
- b) **Comments:** Adding comments to communicate with others regarding the document, discussing changes, or expressing opinions.
- c) **Tracking Changes:** Enabling you to track changes made by yourself or others in the document.
- d) **Compare:** Allowing you to compare different versions of the document to see the
Certainly!
- e) **Protect:**

Secures document from unauthorized changes. Controls access through password protection. Specifies editing permissions.
- f) **Link:**
 - Connects within document or to external resources.
 - Allows navigation between sections.
 - Links to web pages, other documents, or emails.
 - Facilitates easy access to related information.

9. View

The "View" tab in Microsoft Word provides various options to control how you view and interact with your document. It includes features such as:



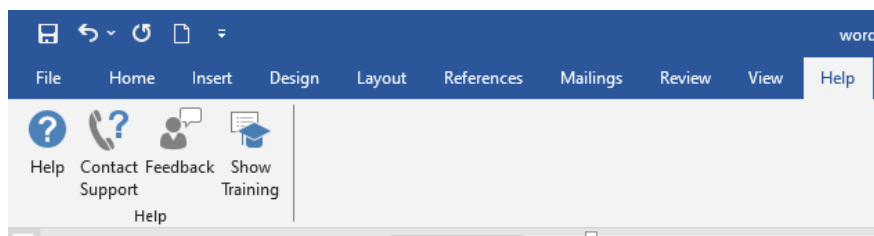
- a) **Document Views:** Allows you to switch between different views like Read Mode, Print Layout, Web Layout, and more.
- b) **Show/Hide:** Lets you display or hide elements like rulers, gridlines, navigation pane, and various other document components.
- c) **Zoom:** Enables adjusting the document's zoom level for better readability.
- d) **Window:** Offers options to arrange multiple document windows, split the window for simultaneous viewing, or switch between open documents.
 - I. **New Window:** Creates a new window for the same document, enabling you to view and work on different parts of the same document simultaneously. Changes made in one window are reflected in all windows.
 - II. **Arrange All:** This option arranges all open document windows so that they are visible and accessible on the screen. It allows you to see multiple documents at the same time.
 - III. **Split:** The "Split" option divides the current document window into two panes, allowing you to view different parts of the same document

simultaneously. It's useful for comparing or editing different sections within a long document.

e) **Macros:** Allows access to macros for automating tasks or running specific commands.

f) **Share point**

10.Help



a) **Help:** Detailed guides and articles for understanding software features.

b) **Contact Support:** Reach out for technical assistance.

c) **Feedback:** Share opinions and report issues to improve the product.

d) **Show Training:** Access tutorials to learn software features effectively