

Computer Skills

Microsoft Word



Dr. Marwa Abdulrahman

Assistant Lecturer

Word Processors

Word processors offer you the flexibility to format documents by making changes to the font, the page layout, and the page style.

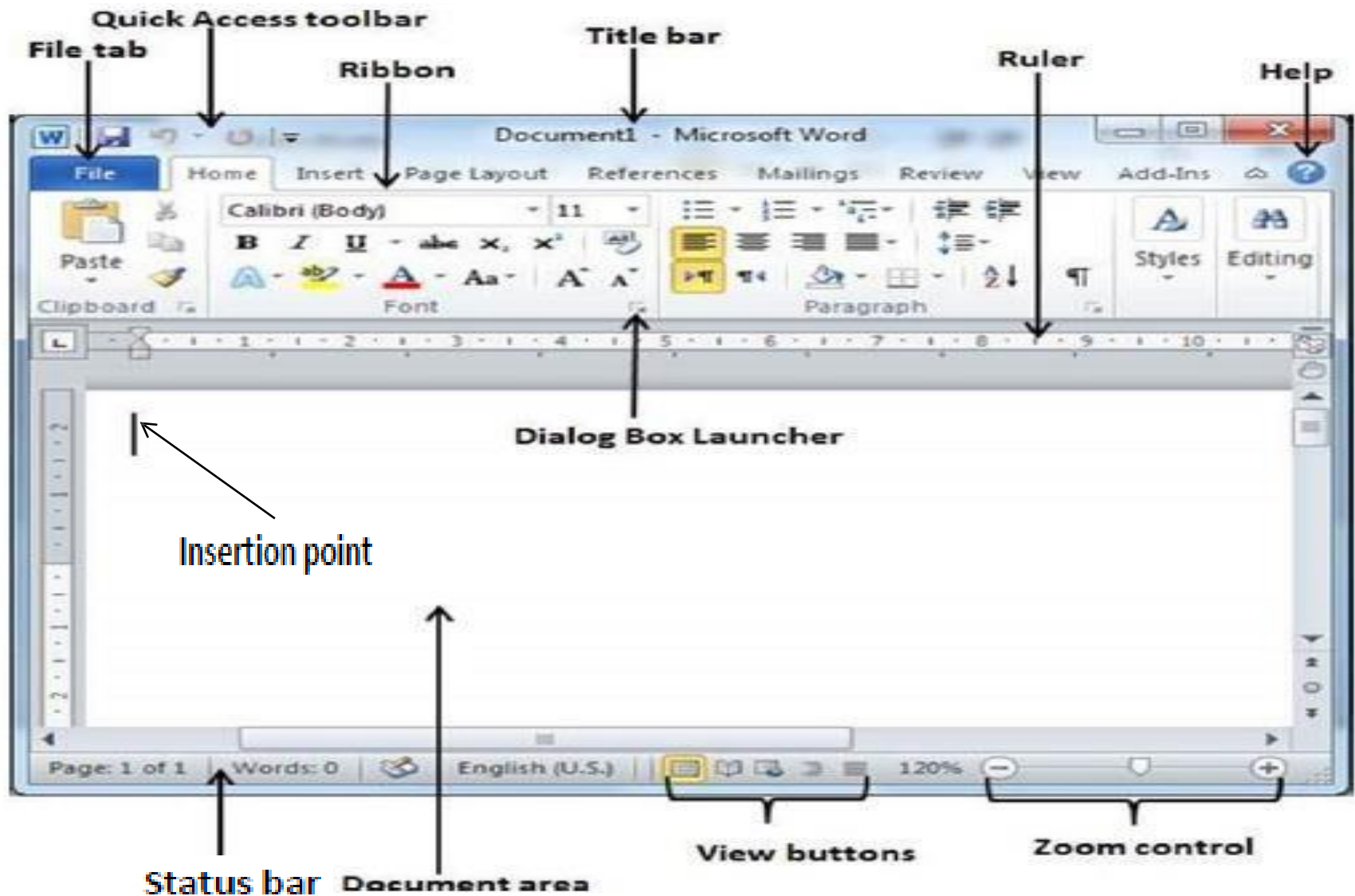
❑ Starting Microsoft Word

From the Start Menu

1. Click the **Start Menu**.
 2. Click the **All Programs** option from the menu .
 3. Search for **Microsoft Office** from the submenu and click it.
 4. Search for **Microsoft Word 2010** from the submenu and click it.
- ✓ Or double-click on the Word desktop icon.
- ✓ Or From the Search Window by typing Word and click it.

This will launch the Microsoft Word 2010 application and you will see the following window.

MS Word Window



- **Title bar**

This lies in the middle and at the top of the window. Title bar displays the name of the document you are currently using.

- **Quick Access Toolbar**

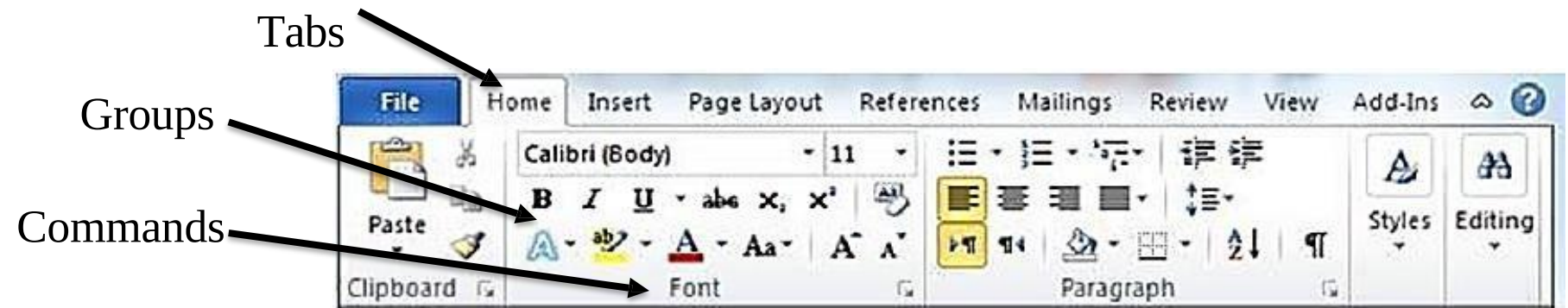
provide immediate access to an operation.

 Save	Saves the current document
 Save As	Allows you to save the current document under a different name or location
 Open	Opens a previously saved document
 Close	Closes the current document
 Options	Provides access to options that allow you to control how Word looks and works
 Exit	Allows you to close and exit Microsoft Word



- **Ribbon**

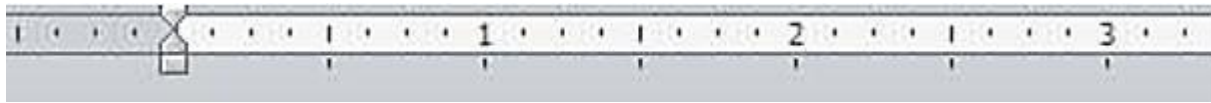
Ribbon contains commands organized in three components:



- **Tabs:** These appear across the top of the Ribbon and contain groups of related commands. **Home, Insert, Page Layout**, etc.
- **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to **fonts** or group of commands related to **alignment**, etc.
- **Commands:** Commands appear within each group as mentioned above. you are currently using.

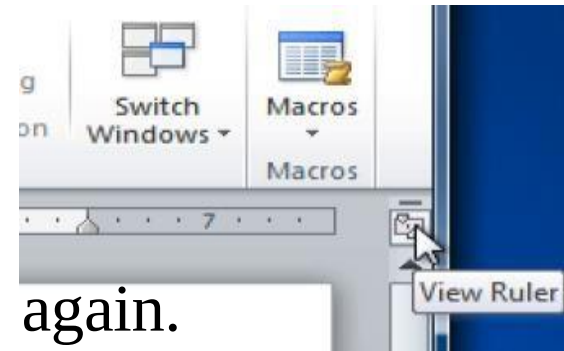
Rulers

Word has two rulers, a horizontal and a vertical ruler. it use to determine where you want to place an object. If the rulers do not display in your Word window:



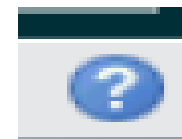
To Hide or View the Ruler:

- ✓ Click the View Ruler icon over the scrollbar to hide the ruler.
- ✓ To show the ruler, click the View Ruler icon again.



Help

The Help Icon can be used to get word related help anytime you like. This provides nice tutorial on various subjects related to word.



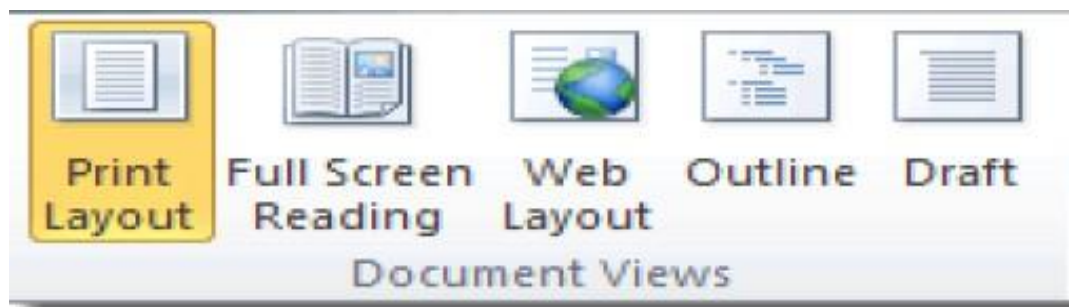
Zoom Control

Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider to increase/decrease the zoom ratio for your document.



View Buttons

The group of five buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch through the Word's various document views



Microsoft Word gives you five different views of a document

- **Print Layout view:** This displays pages exactly as they will appear when printed.
- **Full Screen Reading view:** This gives a full screen view of the document.
- **Web Layout view:** This shows how a document appears when viewed by a Web browser, such as Internet Explorer.
- **Outline view:** This lets you work with outlines established using Word's standard heading styles.
- **Draft view:** This formats text as it appears on the printed page with a few exceptions. For example, headers and footers aren't shown. Most people prefer this mode.

Document Area

This is the area where you type.

insertion point

it represents the location where text will appear when you type.

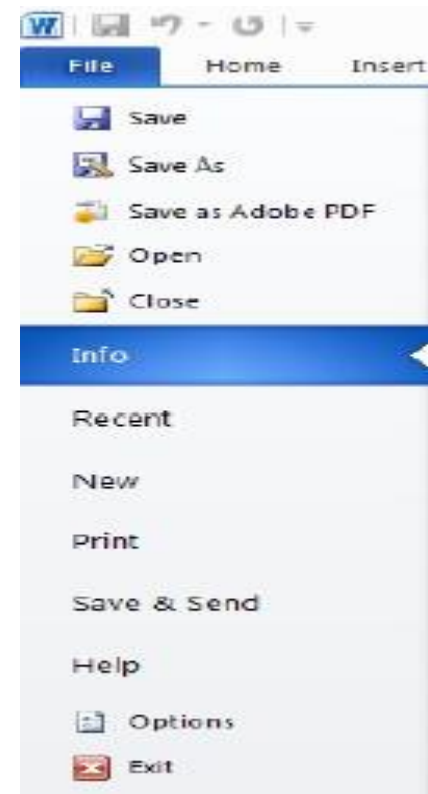
- **Status Bar**

This bar contains the total number of pages and words in the document, language, etc.

You can configure the status bar by right-clicking anywhere on it.

- **File Tab**

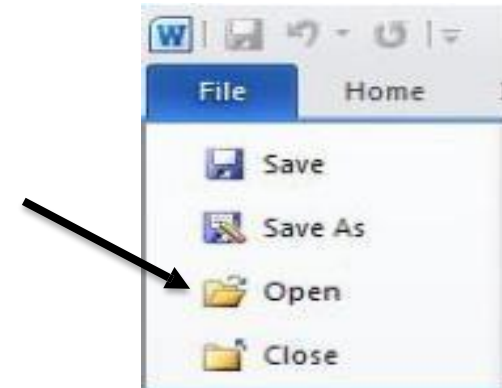
This tab provide more options for working with a document.



Word files are called documents. Whenever you start a new project in Word, you'll need to create a new document

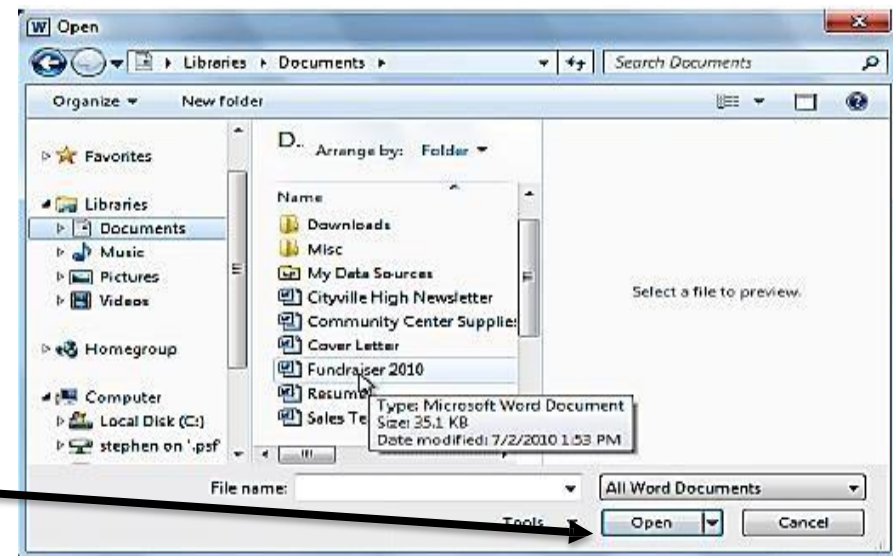
□ How to Create a New, Blank Document

1. Click the **File** tab.
2. Click **New**.
3. Select **Blank Document**.
4. Click **Create**.



□ How to Open an Existing Document

1. Click **File** tab.
2. Select **Open**.
3. Select the document you want to open from dialog box, and then click **open**.

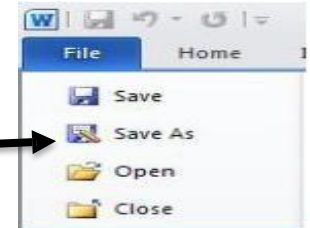


❑ How to Open a Recent Document

1. Click **File** tab.
2. Select **Recent**. Then click the document you want to open.

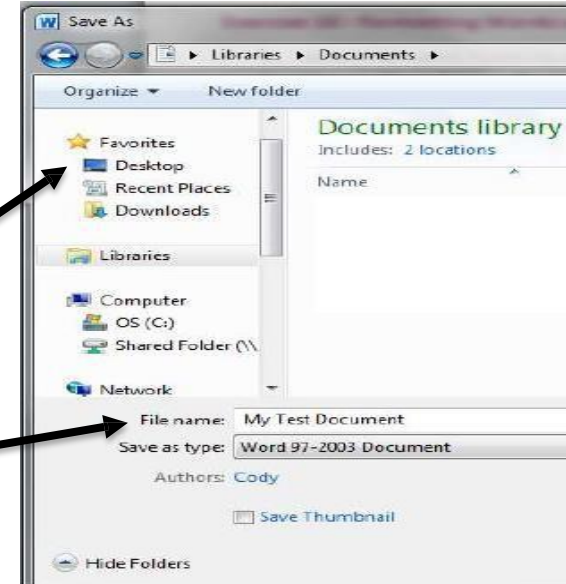
❑ How to Save a Document

➤ Use the Save As Command:



Save As allows you to choose a name and location for your document. It's useful if you want to save in another location or by another name

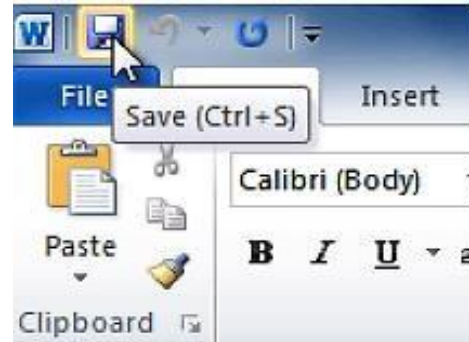
1. Click **File** tab.
 2. Select **Save As**.
 3. The Save As dialog box will appear.
- Select the **location** where you wish to save the document.
 - Enter a **name** for the document and click **Save**.



➤ To Use the Save Command:

It's useful if you have made changes to the document, the file will automatically save without a dialogue box coming up by:

1. Click the **Save** command on the **Quick Access Toolbar**.
2. The document will be saved in its current location with the same file name.



Or press the **Ctrl + S keys** from keyboard to save the changes.

- ✓ If you are saving for the first time and select **Save**, the Save As dialog box will appear.

□ How to Print a Document

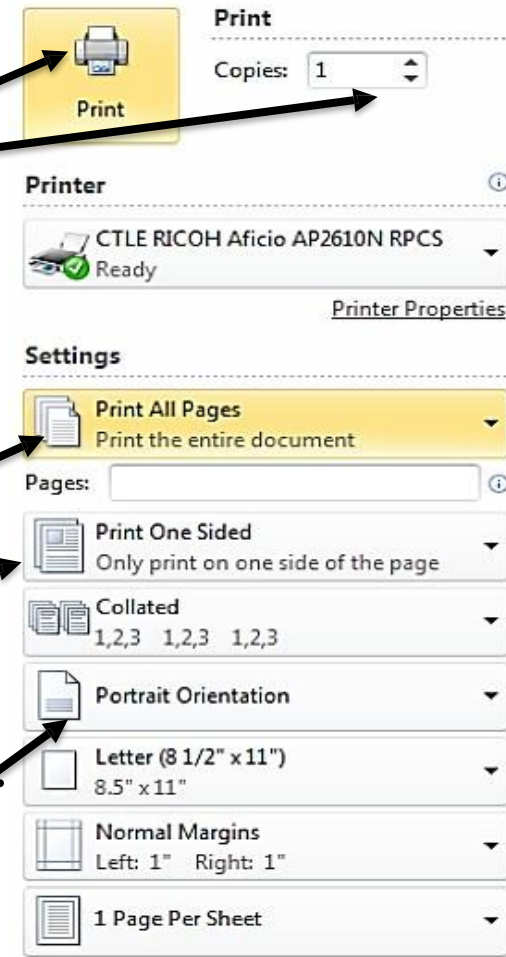
To print your document:

1. Click the **File** tab.
2. Click the **Print** command.
3. Select the number of copies.
4. Click the **Print** button to print your document.

If you want to change the setting such as:

- This dropdown shows the available printers.
- Select to print the (all pages, current page, custom page range).
- Select to print the document (one or both sides).
- Select the Orientation (landscape, portrait).

➤ **Print preview** automatically displays when you click on the Print command in the file tab.



❑ How to Quick Print a Document

To print something with a single click, click **Quick Print** command on the **Quick Access Toolbar**.

This feature prints the document using the **default settings** and the **default printer**.

❑ Close the active document without closing Word

1. Click the **File** tab.

2. Select **Close**.

Or press **ctrl + w** from keyboard.

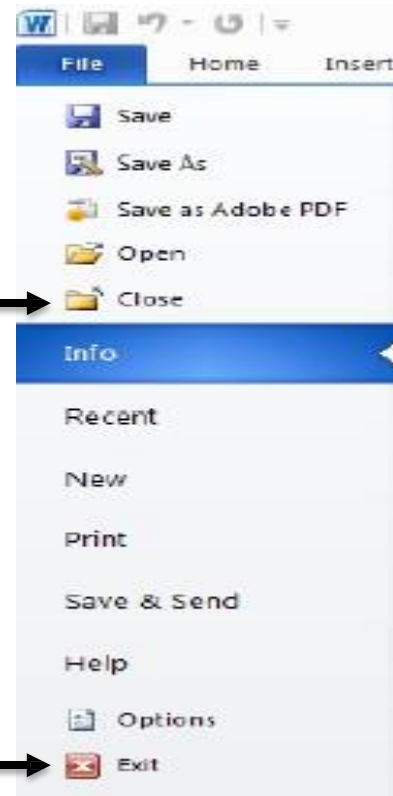
❑ Exit Microsoft word

If you want to leave the Word program:

1. Click the **File** tab.

2. Click **Exit**.

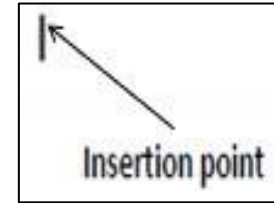
Or click **X** in the top right of window.



Working with Text

□ Insert Text:

1. Click the mouse in the location you wish text to appear . The insertion point appears.
2. Write the text you wish to appear.



□ Delete Text:

Using Backspace & Delete Keys

➤ Backspace

place the insertion point **after** the text you want to delete and press the **Backspace** key to delete text to the **left** of the insertion point.

➤ Delete

place the insertion point **before** the text you want to delete and press the **Delete** key to delete text to the **right** of the insertion point.

❑ Select Specific Text:

You can select a specific **text**, **line of text**, or one or more **paragraphs**.

1. Place the insertion point in front of the of the text, sentence, or paragraphs you want to select.
2. Click and hold while you drag your insertion point to select the text you want.

A highlighted box will appear over the selected text and a toolbar with formatting options appears. This makes formatting commands easily accessible, which may save you time. If the toolbar does not appear at first, try moving the mouse over the selection.



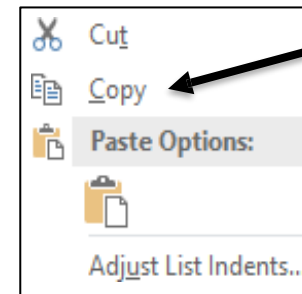
✓ **Note:** To select a single word quickly double-click that word.

□ Copy, Cut & Paste Text

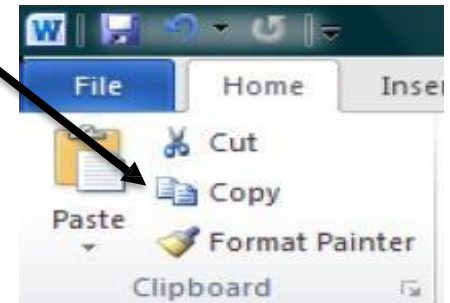
➤ Copy

Creating a duplicate copy of the text at the desired location without deleting the text from its original location.

1. Select the text you want to copy.
2. You have various options available to copy the selected text.
 - Using **Right-Click**: right-click on the selected text, click **Copy**.



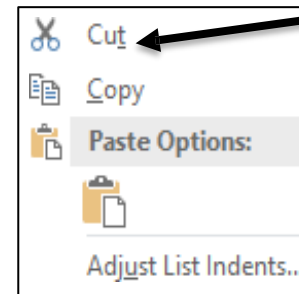
- Using **Ribbon Copy Button**: click the **copy button** available at the ribbon.
- Using **Ctrl + C Keys** from keyboard.



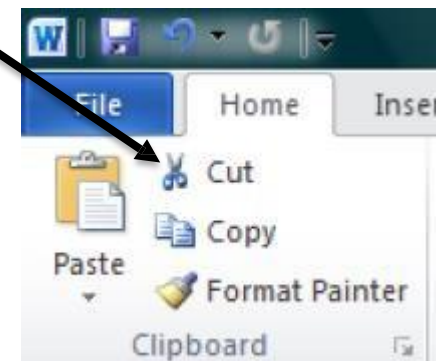
➤ Cut

Moving the text from its original location to a new desired location.

1. Select the text you want to cut.
2. You have various options available to cut the selected text.
 - Using **Right-Click**: right-click on the selected text, click **Cut**.

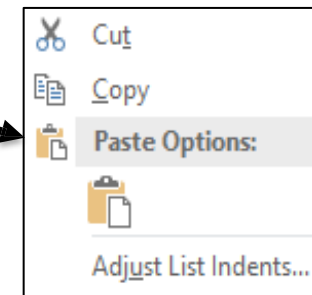


- Using **Ribbon Cut Button**: click the **Cut button** available at the ribbon.
- Using **Ctrl + X Keys** from keyboard.

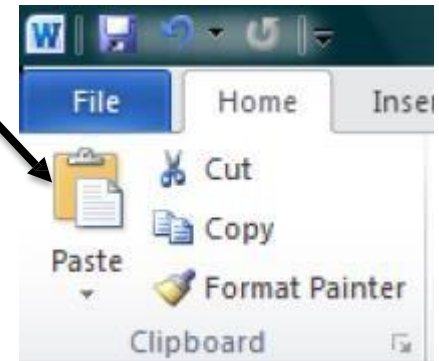


➤ **Past**

1. Click at the place where you want to put the selected text.
2. You have various options available to past the selected text.
 - Using **Right-Click**: right-click at the place where you want to past the selected text, click **Past**.



- Using **Ribbon Paste Button**: click the **Paste button** available at the ribbon.
- Using **Ctrl + V Keys** from keyboard.



□ Undo & Repeat operations

Microsoft word provides two important features called the **Undo** and the **Repeat or Redo**.

➤ **Undo feature** is used to reverse the last action you performed.
you can access by clicking **Undo** command from the **Quick Access toolbar**



Or Ctrl + Z Keys from keyboard (Undo the previous action).

➤ **Redo feature** is used to repeat the last action.
you can access by clicking **Redo** command from the **Quick Access toolbar**.



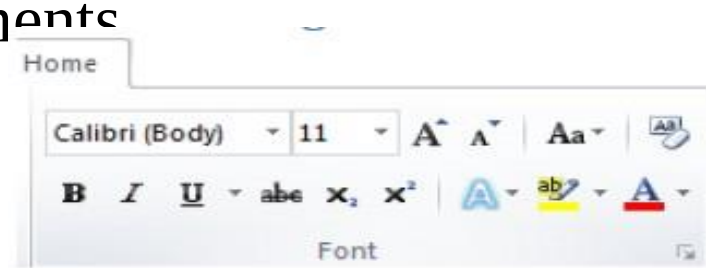
Or Ctrl + Y Keys from keyboard (Redo the previous action).

Formatting Text

□ The Home Tab

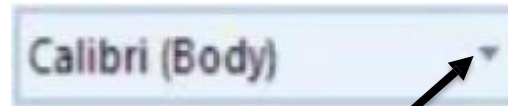
The **Font Group** in the Home Tab allows you to change your text font style, size, color and many other elements.

To do that, **select the text which needs to be changed and do the following:**



➤ Change the Font Type

1. Select the text and click Home tab, find the Font toolbox.
2. Click the Font Type button to list down all the fonts available.



➤ Change the Font Size

1. Select the text and click Home tab, find the Font toolbox.
2. Click the Font Size button to list down all the fonts size available, Click on the size you require, for example choose (14).



➤ Change the Font Color

1. Select the text and click Home tab, find the Font toolbox.
2. Click the Font color button to list down all the colors available, for example choose (blue color).



➤ Change the Text Case

1. Select the text and click Home tab, find the Font toolbox.
2. Click the Change Case button to list down all the options available, select the desired case option from the list, which includes: **Sentence case**, **lowercase**, **UPPERCASE**, **Capitalize Each Word**, and **tOGGLE cASE**.



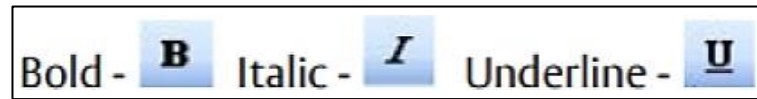
➤ Highlight the Text

1. Click the Text Highlight Color button from Home tab to list down all the Highlight Color available.
2. Select the text you wish to highlighting it.



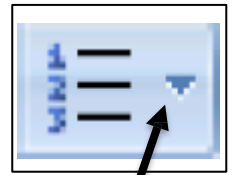
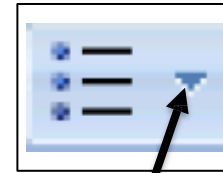
To clear highlighting, click the highlighted color button again.

➤ How to format text bold, italics, underline, strike-through



1. Select the text and click **Home tab**, find the **Font toolbox**.
2. Click the "**B**" will make your text **BOLD**, the "*I*" will put it in *italics*, and the "U" will add an underline to your text, the "~~abc~~" will add a line through your text.

➤ How to add Bulleted or Numbered List

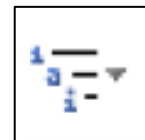


You can use the bullet or numbering options to **organize information into lists**.

1. Select a list of text to which you want to assign bullets or numbers.
2. From the **Home tab**, click the **Paragraph group**.
3. Click the **Bullets** or **Numbering buttons** to list down all the Bullet or Numbers available, Select the bullet or number you would like to be inserted.

➤ How to Create a Multilevel-List

1. Select the text that you want to format as a multilevel list.
2. From the **Home tab**, click the **Paragraph group**.
3. Click the **Multilevel List buttons** to list down all the Bullet or Numbers available, Select the bullet or number you would like to be inserted.
4. Position your insertion point at the **end of a list** item and press the **Enter key** then, press the **TAB key** from keyboard.



➤ How to Align Text



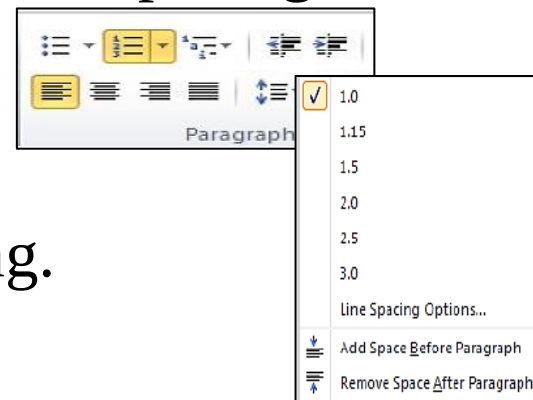
There are four types of paragraph alignment available in Microsoft Word. — left-aligned, center-aligned, right-aligned, and justified.

1. From the **Home Tab**, click the **Paragraph toolbox**.
2. Select the text that you would like to align.
3. Select the icon for left, center, right, or justify:
 - **Align Left:** Aligns all the selected text to the left margin.
 - **Align Center:** Aligns all the selected text in center (an equal distance from the left and right margins).
 - **Align Right:** Aligns all the selected text to the right margin.
 - **Justify:** Justified text is equal on both sides and lines up equally to the right and left margins.

➤ How to change the line and paragraph spacing

1. From the **Home Tab**, click the **Paragraph** toolbox.
2. Select the text that you would like to change the spacing.
3. Select the **line spacing button**.

The dropdown arrow will allow you to see the different choices for line and paragraph spacing.



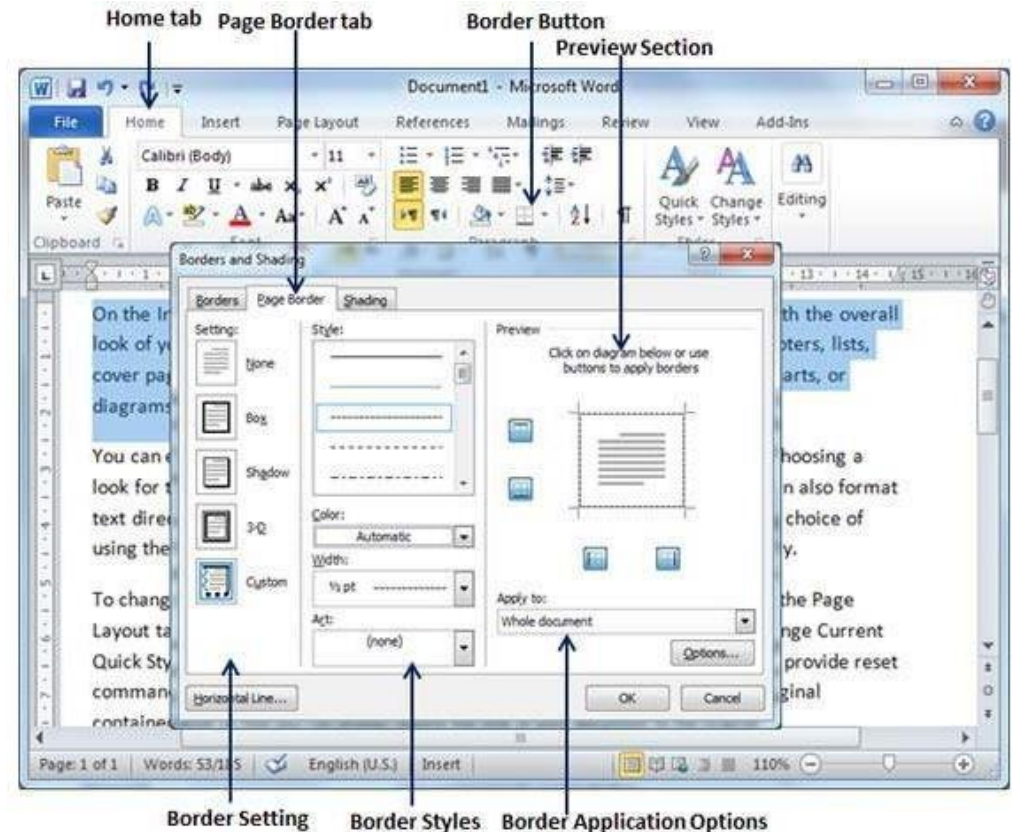
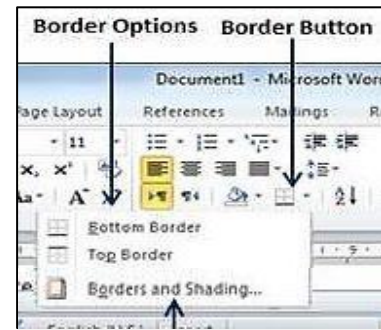
➤ How to increase or decrease the indent of a paragraph

1. From the **Home Tab**, click the **Paragraph** toolbox.
2. Select the text that you would like to increase the indentation of.
3. Click either the **increase or decrease indent button**.



➤ How to add Borders to Page

1. From the **Home Tab**, click the **Paragraph toolbox**.
2. Click the **Border Button** to display a list of options.
3. Select the **Border and Shading option** available at the bottom.
4. Click the **Page Border tab** which will display a list of border settings, styles and options whether this border should be applied to the whole document or just one page or the first page.
5. You can customize your border by setting its **color**, **width**.



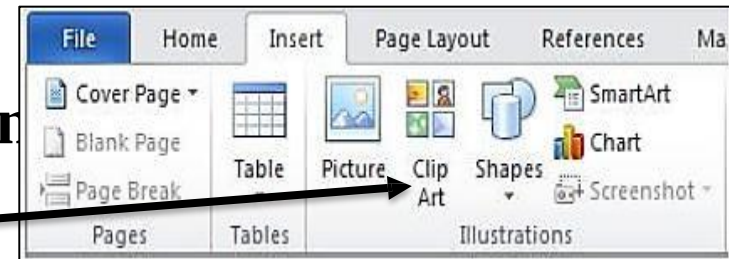
□ The Insert Tab

You can add a picture to your document from the "**Clip Art**" album that comes with the program, or you can **insert pictures** from a file that you have previously saved on the computer.

➤ How to add Clip Art

1. Place insertion point where you wish to insert the picture in your document.

2. From the **Insert tab**, in the **Illustrations** toolbox, Click **Clip Art** button.



2. Clip Art pane will display. From the **search bar** type in the clip art you are looking for and click **Go**.



3. Double-click on the clip art to insert it into your document.

➤ **How to Insert Pictures from File saved in your compute**

1. Click where you want to insert the picture in your document.
2. On the Insert tab, in the Illustrations group, click Picture.
3. Locate the picture that you want to insert. For example, you might have a picture file located in My Documents.
4. Click the picture that you want to add, then click insert.

➤ **How to Resize a Picture**

1. Select the picture you want to resize, small circles or squares, also known as sizing handles, will appear at the corners and sides of the picture.
2. Click and hold on a sizing handle away from or toward the center to increase or decrease the size of the picture.

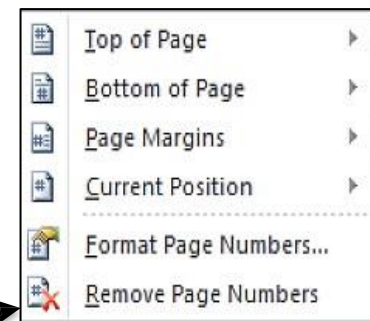
➤ How to add a Header

1. From the **Insert Tab**, click **Header & Footer toolbox**.
2. Click the **Header or Footer button** that you want to add to your document, and your header or footer area will open.
3. Type text in the header or footer area.
4. To return to the body of your document, click **Close Header and Footer** on the Design.



➤ How to add Page Numbers

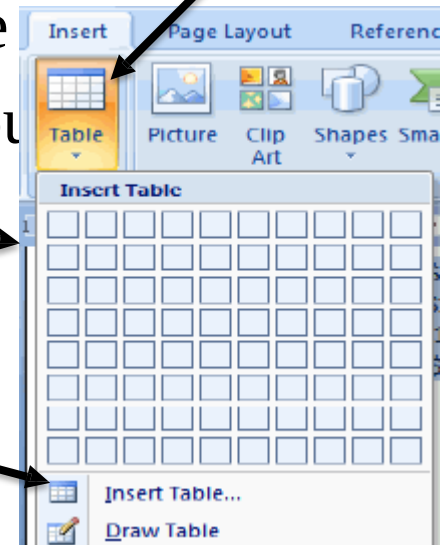
1. From the **Insert Tab**, in the **Header & Footer toolbox**
2. Click **Page Number button**.
3. From the dropdown menu, select the location where you would like to place your page numbers.
4. To remove page number from your document, Click **Remove** at the bottom of the menu.



➤ How to Insert a Blank Table

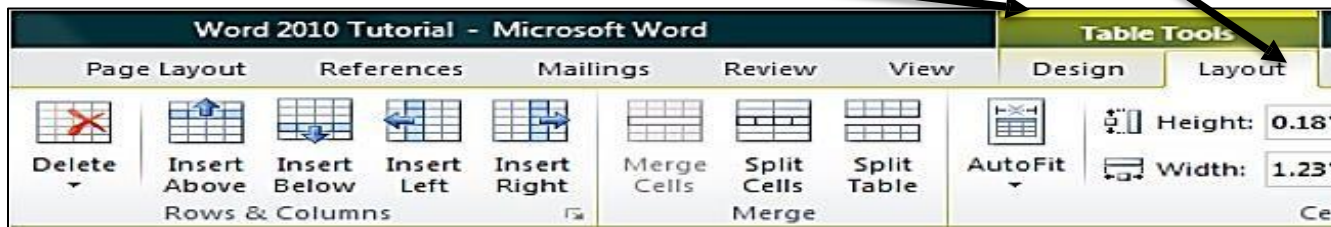
A **table** is a grid of cells arranged in rows and columns.

1. Place insertion point where you wish to insert a blank table in your document.
 2. From the **Insert Tab**, click the **Tables toolbox**, click the **Table button**.
 3. Click and drag over the small boxes to determine the number of columns and rows for your table, you will see a highlighted the rows and columns .
- Or**, you can click the **Insert Table** menu item to type in the number of columns and rows.



➤ How to add Row/Column to Table

1. Click on the table.
2. Under **Table Tools**, go to the **Layout** tab.



3. Click on the **Insert Above** or **Insert Below** to add a row, Click on **Insert Left** or **Insert Right** to insert a column.

➤ How to Delete Table, Row, Column or Cell

1. Click on the Table, Row, Column or Cell.
2. Under **Table Tools**, go to the **Layout** tab.
3. Click on **Delete** to remove table, column, row or cell.



Or can delete row or column by Select the row or column.

Right-click your mouse and Select Delete Columns or Rows.

Thank you
For yours listening

