



AL-Zahraa College of Medicine



Microsoft Word

Lecture 3

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University of Basrah

Objectives

اهداف المحاضرة

- Describe the introduction to the program (tools and objects).
- Understand how to start working in the program.
- Describe Home , insert , design, layout and view tabs.



INTRODUCTION

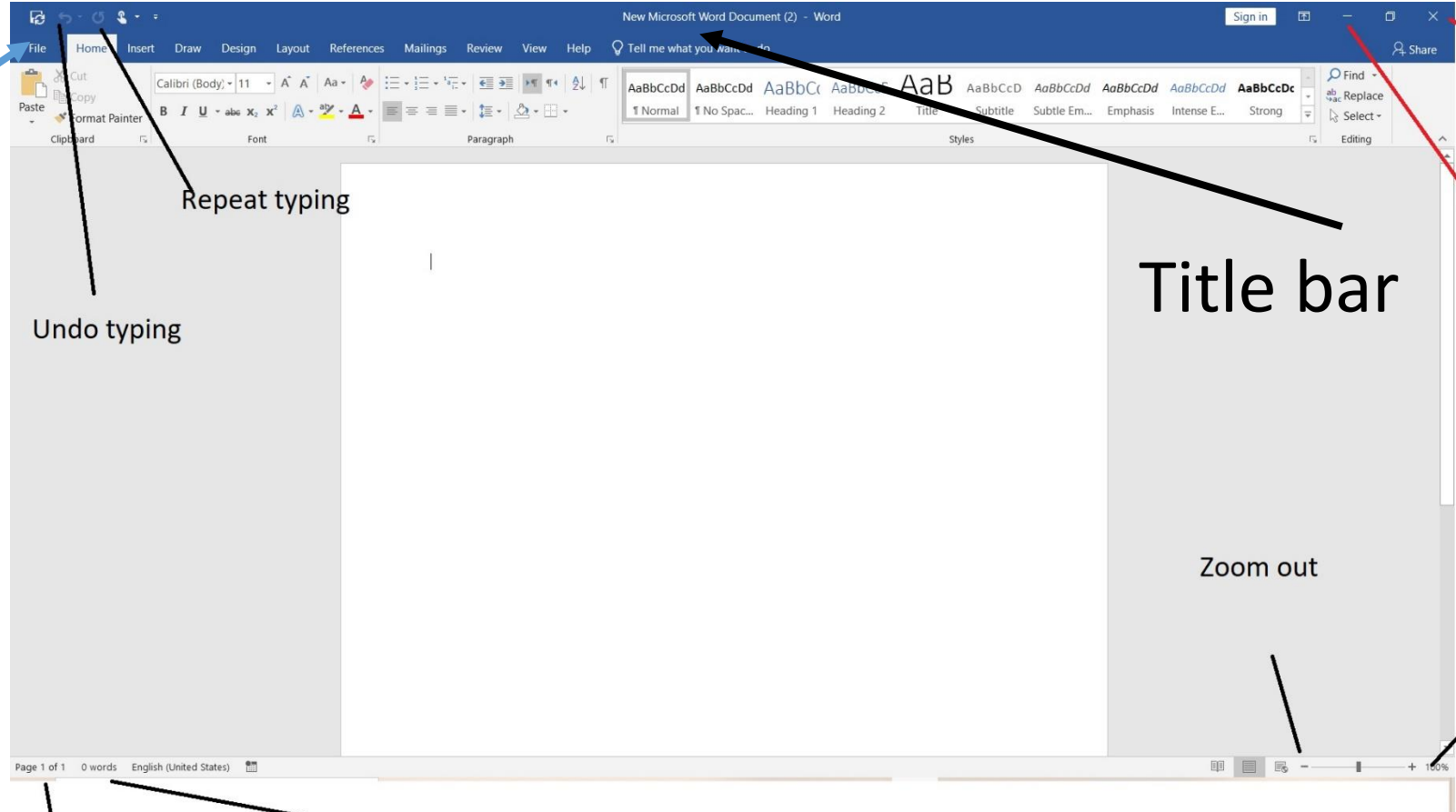


Microsoft Word (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. The purpose of the MS Word is to allow the users to type and save documents.



INTRODUCTION

Menu bar



Repeat typing

Undo typing

Title bar

Close

Minimize

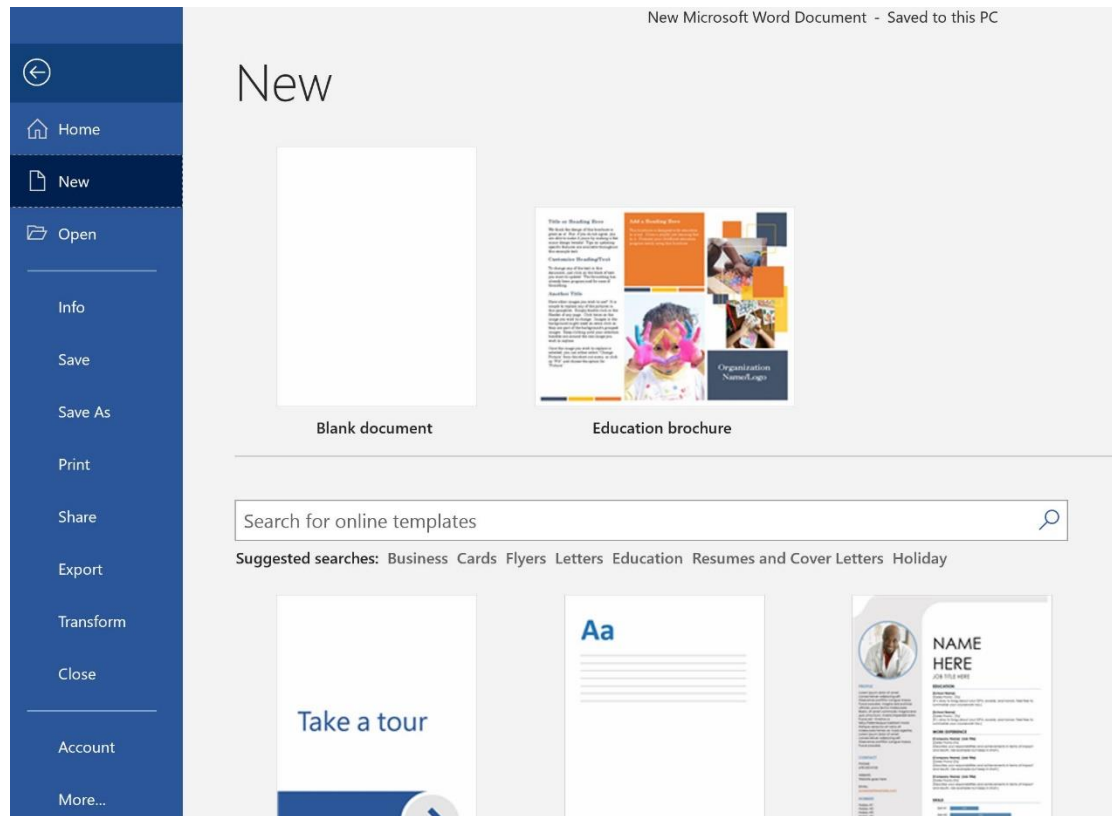
Zoom out

Zoom in

Number of pages

Number of words

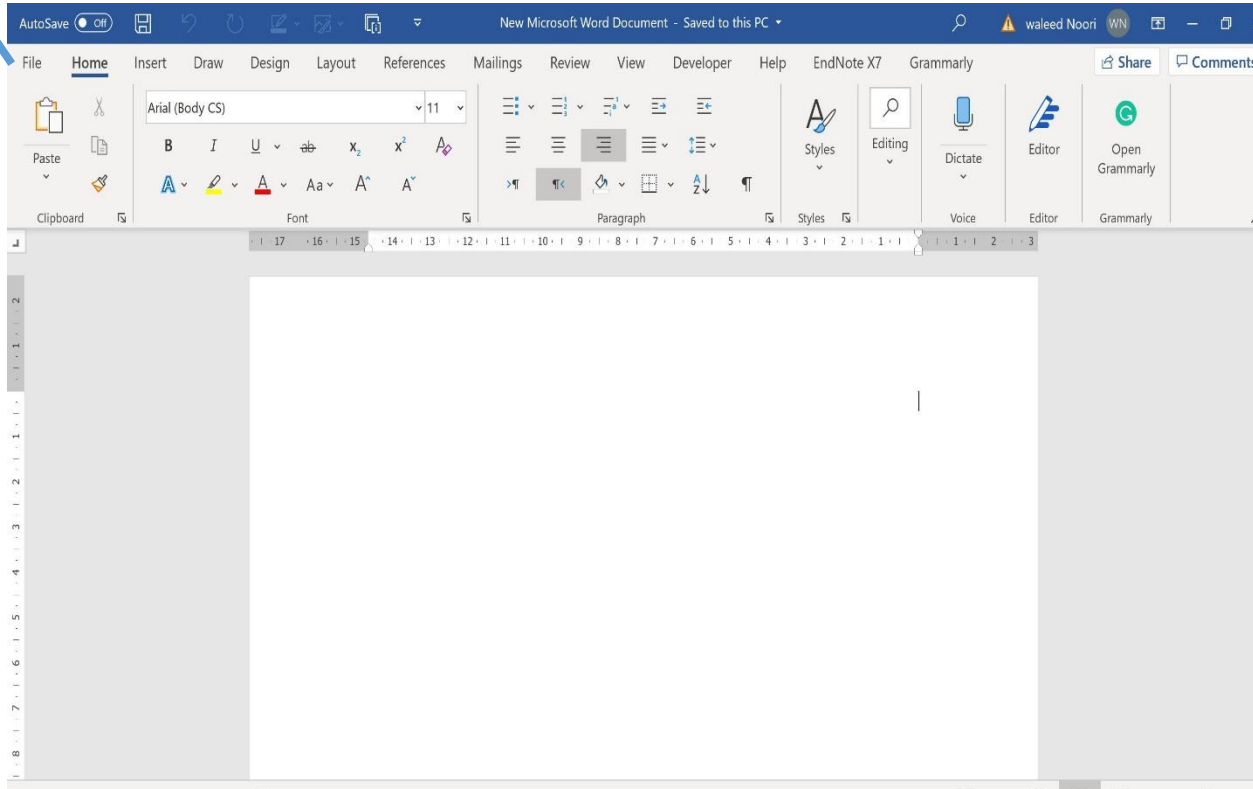
File TAB



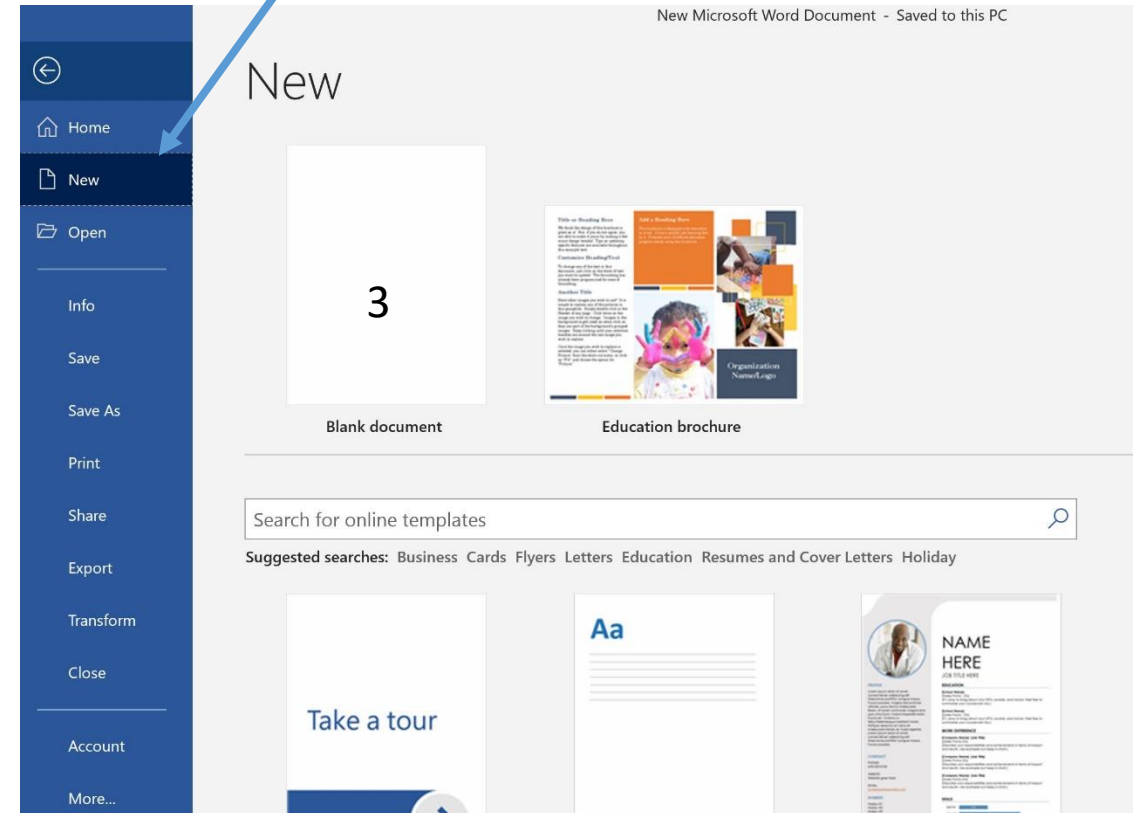
1- Recent:	Shows documents those recently opened.
2- Save (Ctrl+s):	Save changes (add or delete) to document.
3- Save as (Ctrl+s):	Save document with name, location and type.
4- Open (Ctrl+o):	Open documents. Open for read only also can be used.
5- Close (Ctrl+w):	Exist from document that currently opened.
6- New (Ctrl+n):	Create a new document.
7- Print (Ctrl+p):	Print pages out using printer.
8- Options:	Advanced features of Microsoft word can be changed.
9- Exit (Alt+f4):	To exist from Microsoft word along with all documents.

Creating and saving a file

1



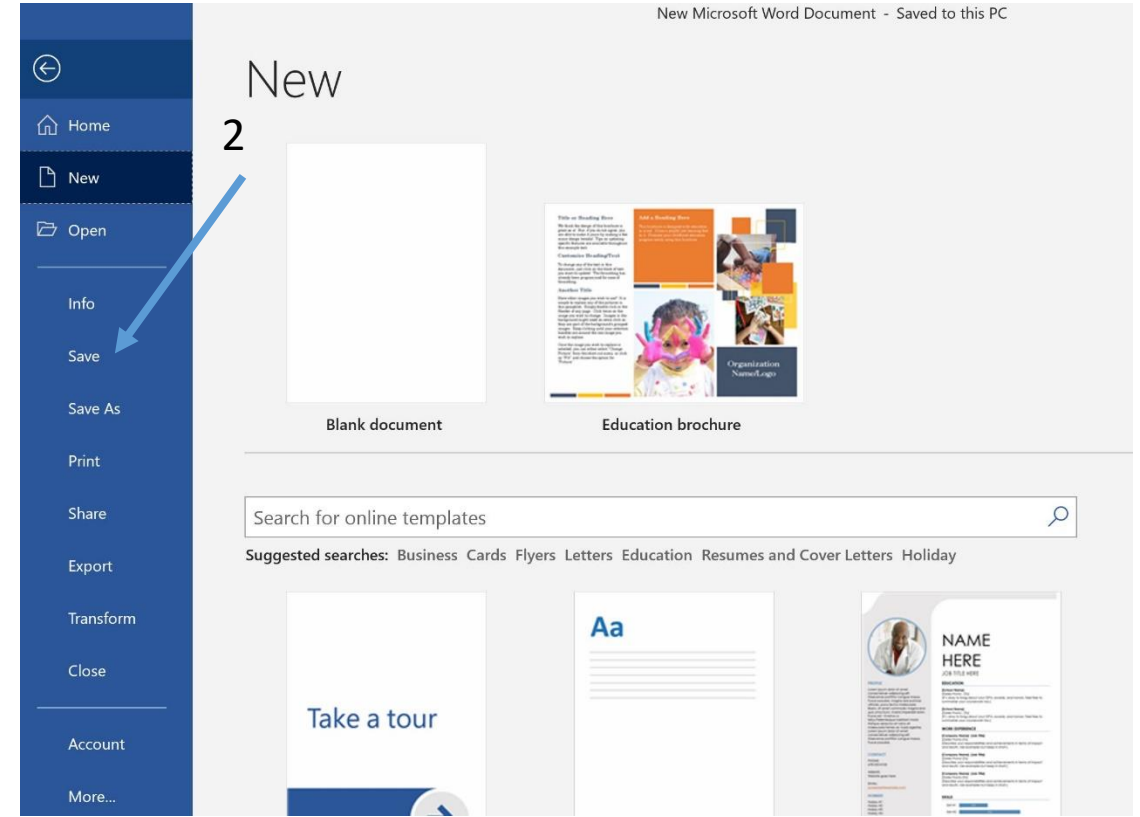
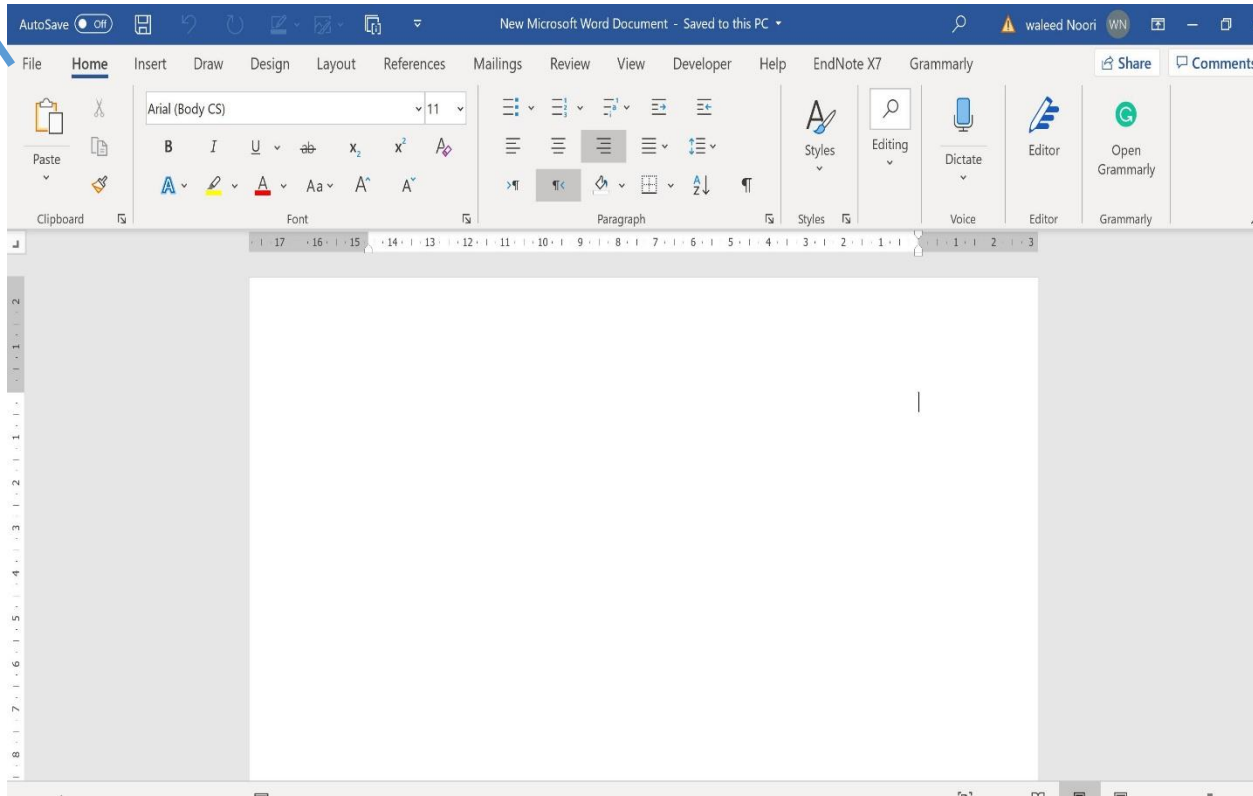
2



Select file- New – Blank document (ctrl+n)

Creating and saving a file

1



Select file- save (ctrl+s)



File Tab

29-converted

waleed Noori WN ☺ ☹ ? - □ ×

Good evening

←

- Home
- New
- Open
- Info
- Save
- Save As
- Print**
- Share
- Export
- Transform
- Close
- Account
- More...

▼ New

- Blank document
- Education brochure
- Welcome to Word
- Single spaced (blank)
- Blue grey resume

More templates →

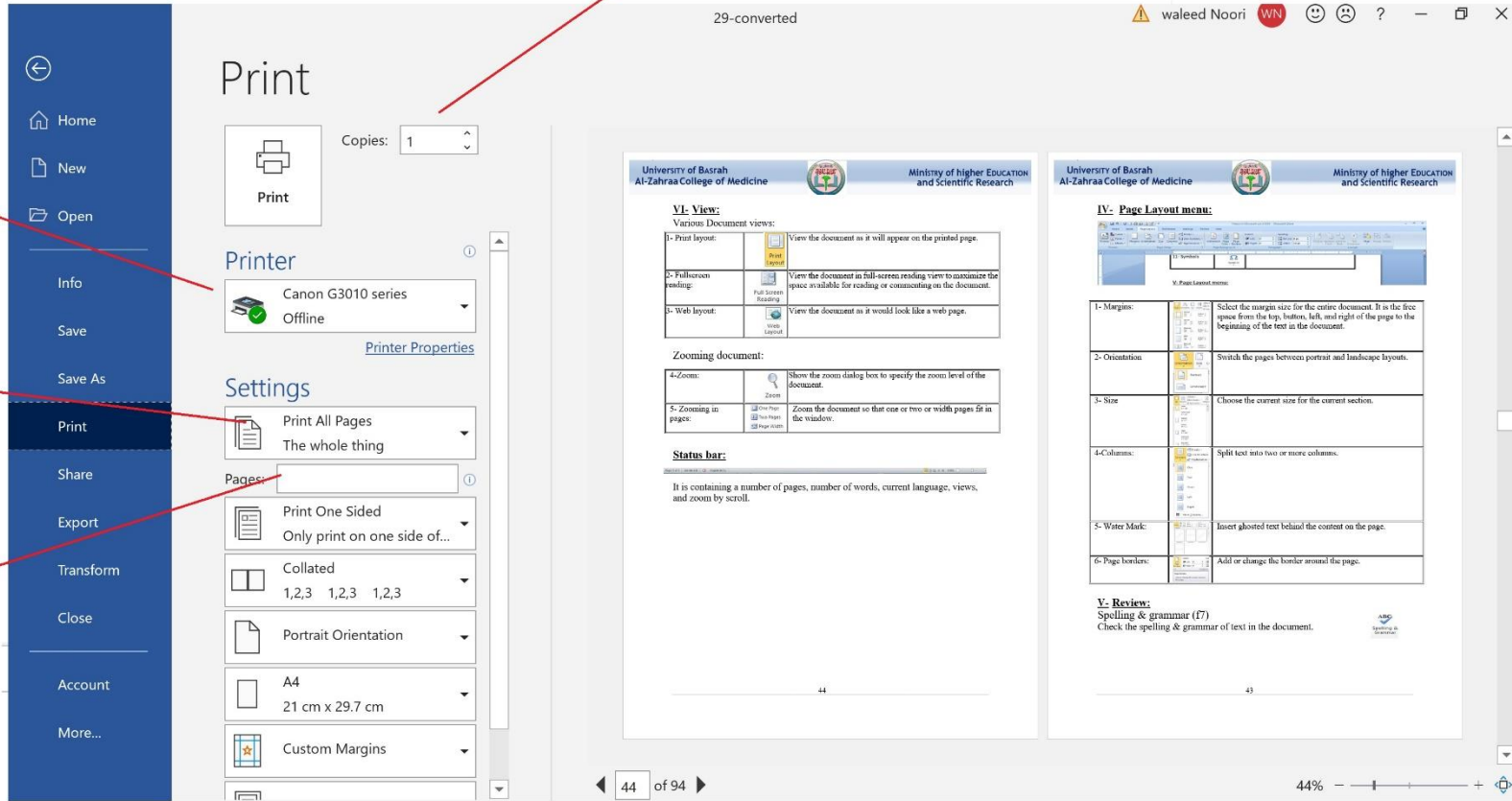
🔍 Search

Recent Pinned Shared with Me

Name	Date modified
29-converted Desktop » Lec 2020 » Lec	Yesterday at 07:50 ρ
New Microsoft Word Document Desktop » Lec 2020 » Lec	Yesterday at 06:48 ρ
New Microsoft Word Document Desktop	Yesterday at 06:03 ρ
New Microsoft Word Document (2) Desktop	Yesterday at 06:03 ρ

File Tab

Number of Copies



Select printer

Select to print All pages Current Page

Chose to print specific pages

Print

Copies: 1

Printer: Canon G3010 series Offline

Settings:

- Print All Pages: The whole thing
- Print One Sided: Only print on one side of...
- Collated: 1,2,3 1,2,3 1,2,3
- Portrait Orientation
- A4: 21 cm x 29.7 cm
- Custom Margins

VI- View:
Various Document views:

1- Print layout:	View the document as it will appear on the printed page.
2- Fullscreen reading:	View the document in full-screen reading view to maximize the space available for reading or commenting on the document.
3- Web layout:	View the document as it would look like a web page.

Zooming document:

4-Zoom:	Show the zoom dialog box to specify the zoom level of the document.
5- Zooming in pages:	Zooms the document so that one or two or width pages fit in the window.

Status bar:
It is containing a number of pages, number of words, current language, views, and zoom by scroll.

IV- Page Layout menu:

1- Margins:	Select the margin size for the entire document. It is the free space from the top, bottom, left, and right of the page to the beginning of the text in the document.
2- Orientation:	Switch the pages between portrait and landscape layouts.
3- Size:	Choose the current size for the current section.
4- Columns:	Split text into two or more columns.
5- Water Mark:	Insert ghosted text behind the content on the page.
6- Page borders:	Add or change the border around the page.

V- Review:
Spelling & grammar (17)
Check the spelling & grammar of text in the document.

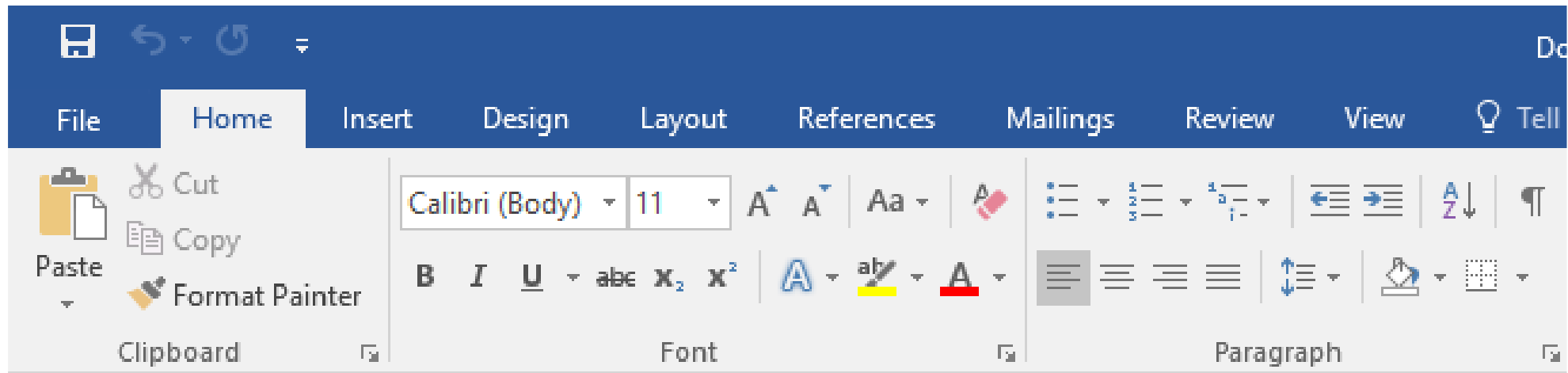
44 of 94 | 44%



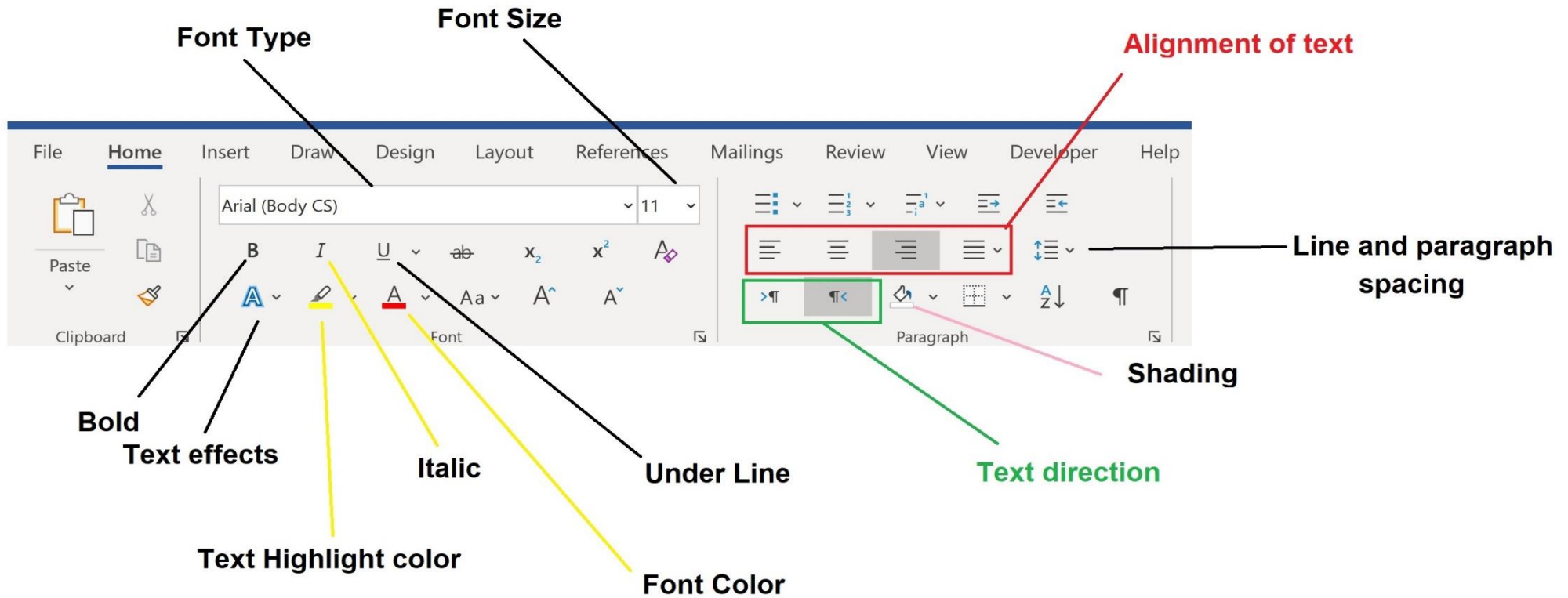
HOME TAB

HOME TAB

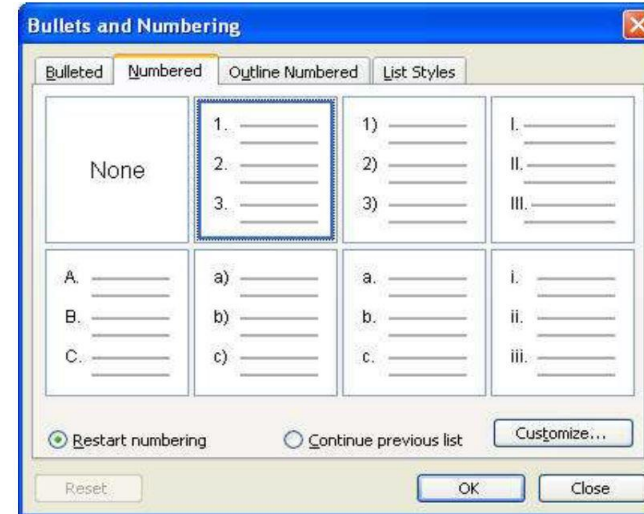
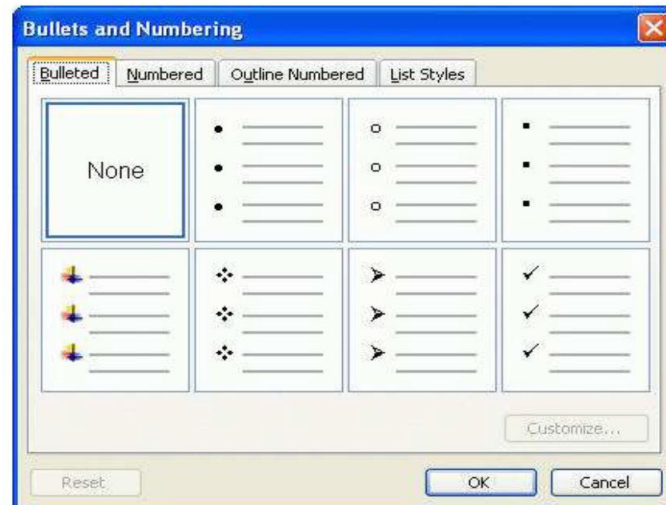
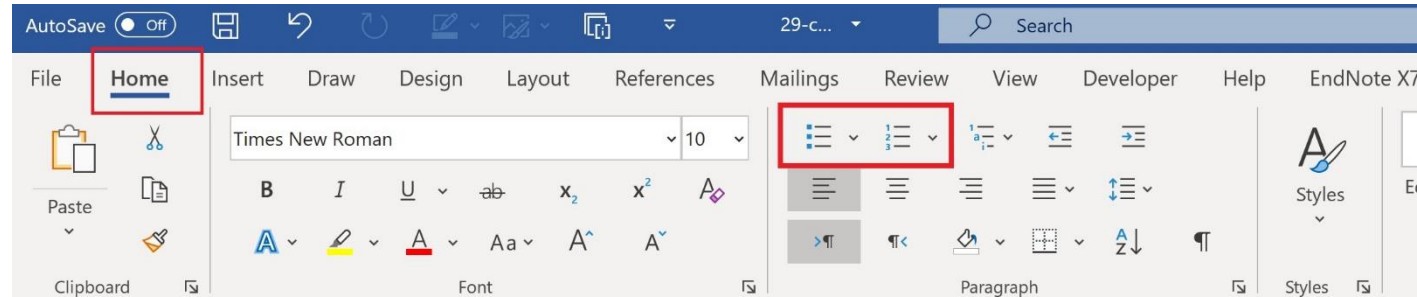
This is the most used tab; it incorporates all text formatting features such as font and paragraph changes.



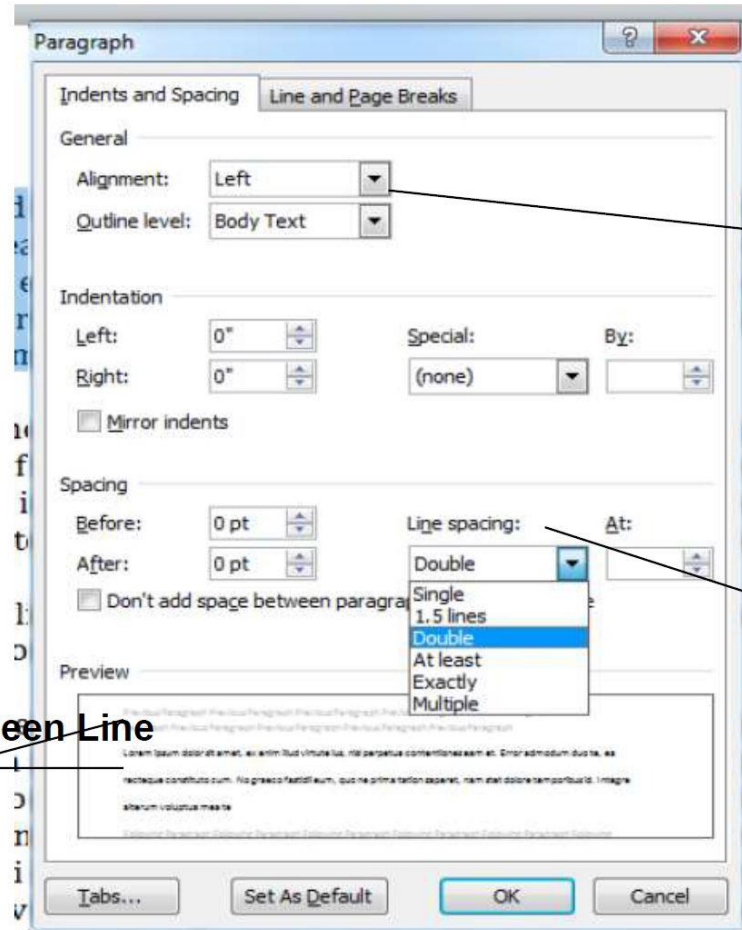
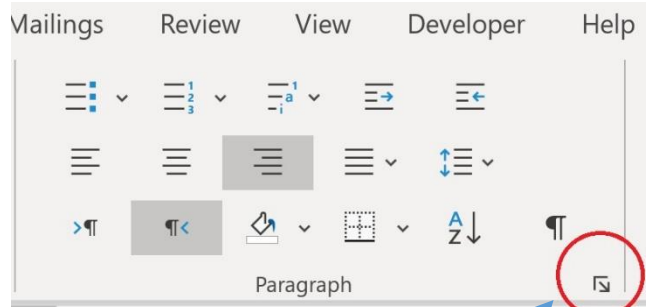
Editing and formatting a document



Bullets and Number



Paragraph formatting



Alignment of Paragraph

Line spacing in paragraph

Space between Line



Subscript and Superscript

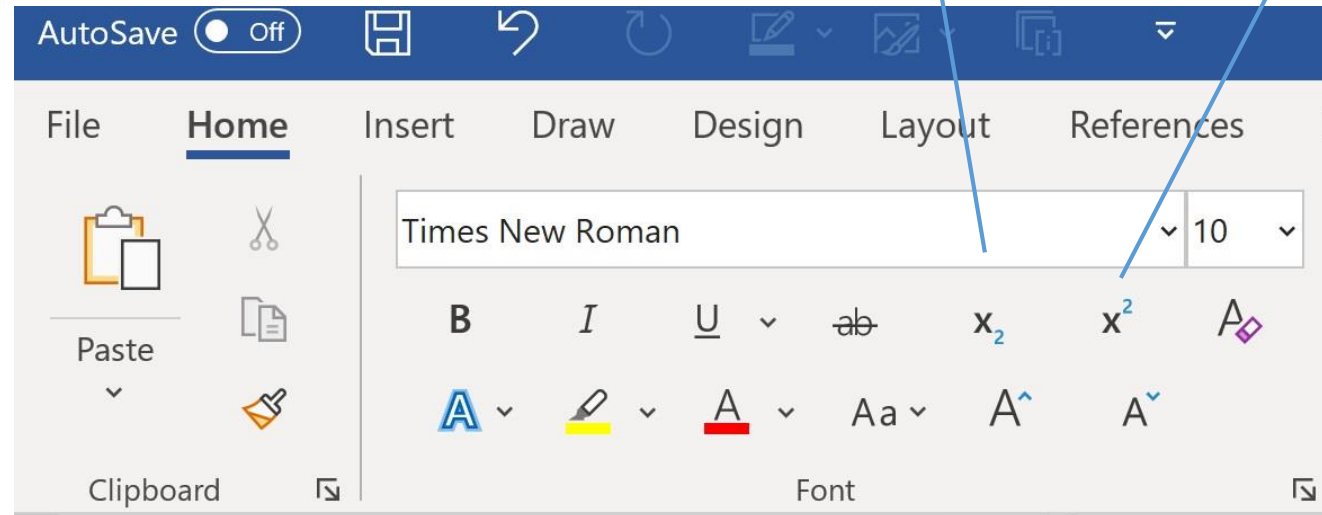


Superscript example: Per m³

Subscript example: Rate per month₍₁₎

Subscript

Superscript



Subscript and Superscript

Step 1

H2O

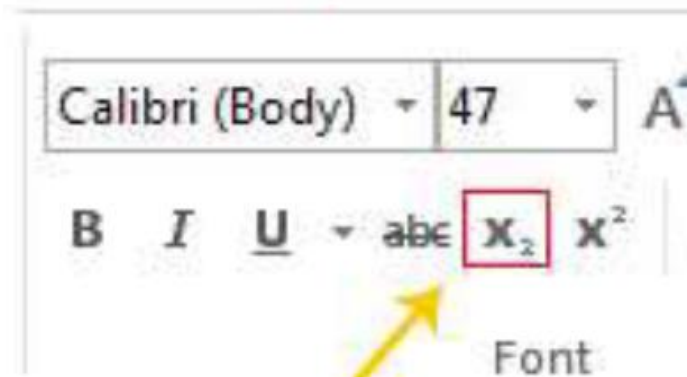
Type the text

Step 2

H2O

Select the text

Step 3



Click the subscript

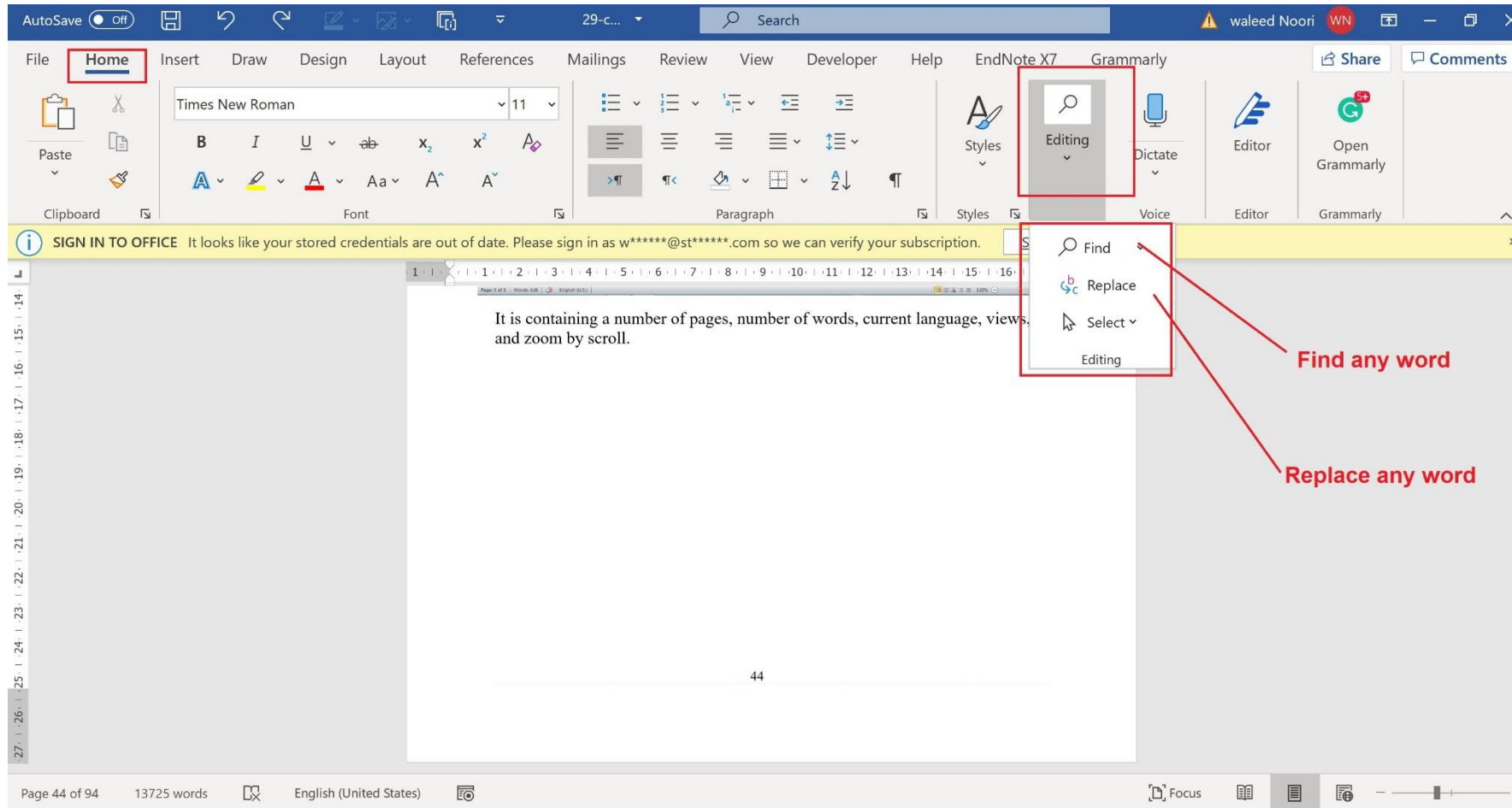
Done!














H₂O


Success!



Find & Replace



1- Paste (Ctrl+v):		Used to paste text or object after cut it or copy it.
2- Cut (Ctrl+x):		Transfer text or object from a specific location to other.
3- Copy (Ctrl+c):		Make a copy of text or object from a specific location to other.
4- Format painter:		Change the format of one text or object according to other.
5- Bold:	B	Make the text or object bold .
6- Underline:	<u>U</u> ▾	Used to but underline to text.
7- Font type:	Calibri (Body) ▾	Change font type “there are various types available.
8- Size:	11 ▾	Increase or decrease the size of text or object.
9- Font color:	 ▾	Change the color of the font.
10- Align text:		Align the text or object left, right, and center of the page respectively.
11- Justify:	 ▾	Creates a clean look along the left and right side of the page.
12- Line and paragraph spacing:	 ▾	Change the spacing between lines of text.
13- Bullets:	 ▾	Start the bulleted list.
14- Numbering:	 ▾	Start a numbered list.
15- Shading:	 ▾	Color the background behind the selected text or paragraph.
16- Find (ctrl+f):	 Find ▾	Find text in the document.
17- Replace (ctrl+h):	 Replace	Replace text with others in the documents.

Note1:  represents picture, table, shapes...etc.

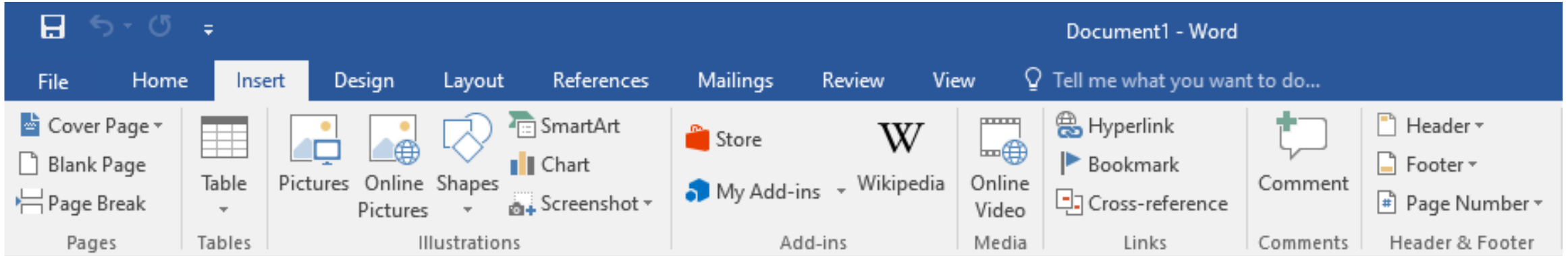
Note2: ▾ when this is exists beside the icon. Click to view more choices.



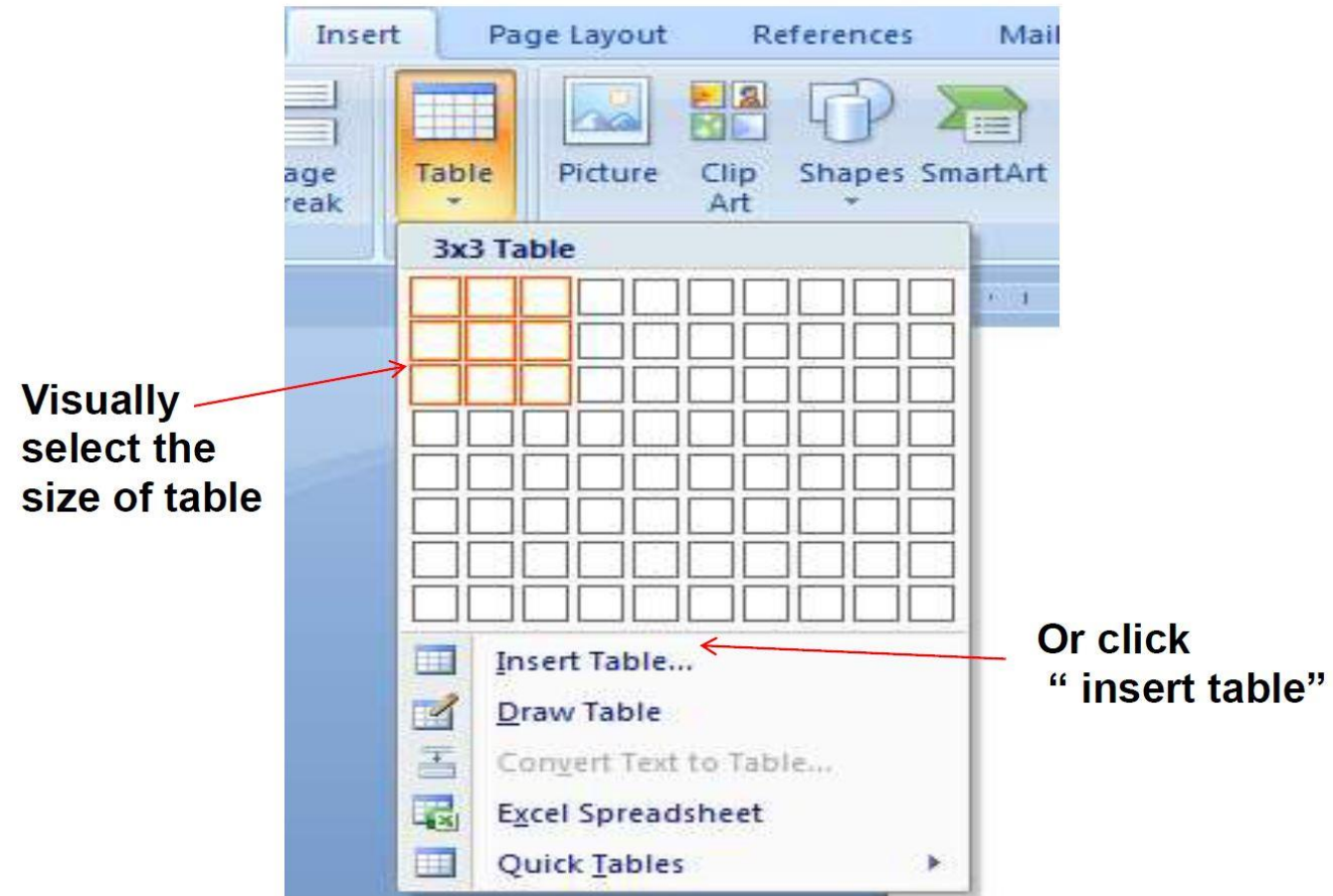
INSERT TAB

INSERT TAB

This tab allows you to insert a variety of items into a document from pictures, clip art, tables and headers and footers.

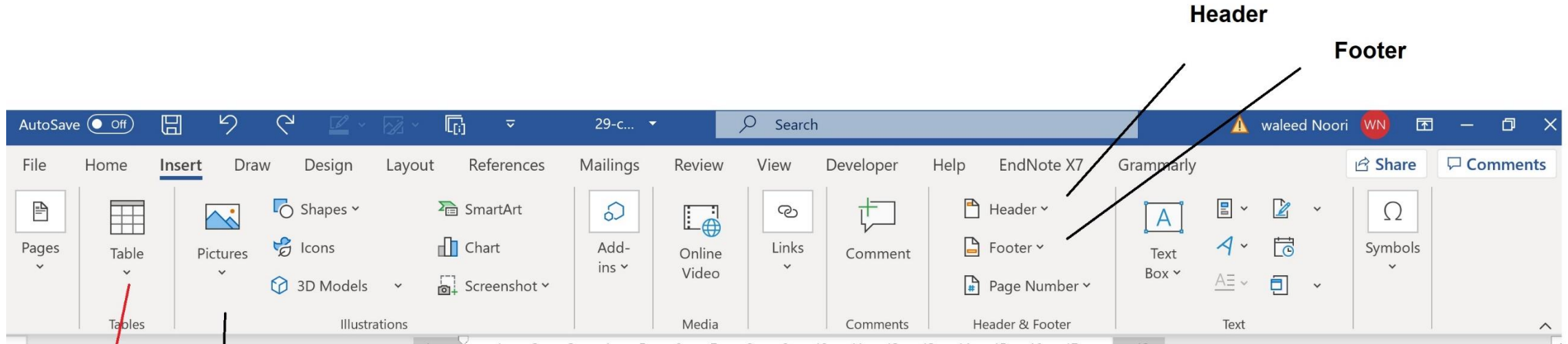


Inserting Table in file





Inserting Header and Footer and page number



insert Table

Insert picture from
This device
Stock images
Online pictures



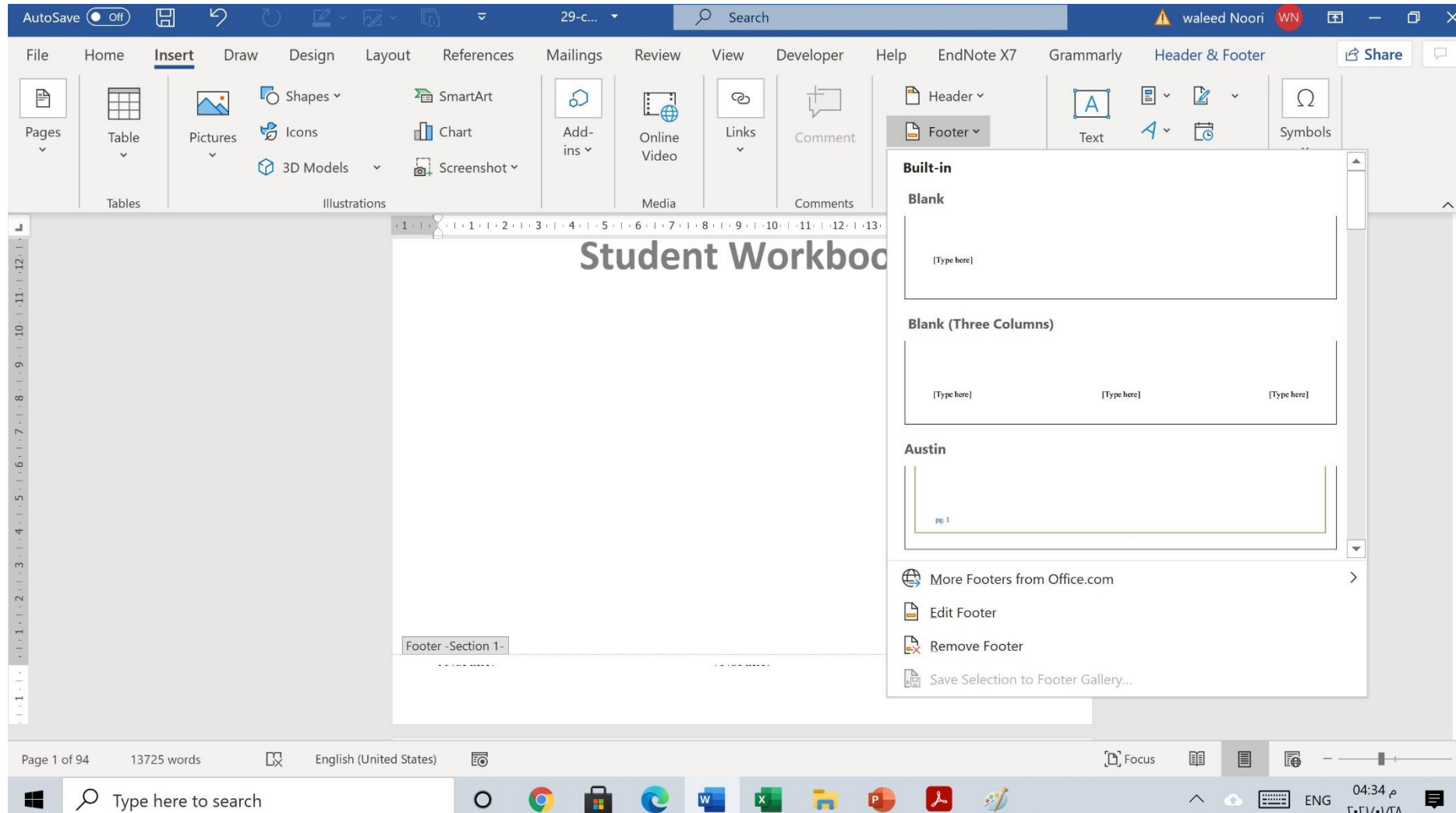
Inserting Header and Footer and page number



The screenshot displays the Microsoft Word interface with the **Header & Footer** task pane open on the right. The task pane shows three header options: **Blank**, **Blank (Three Columns)**, and **Austin**. Below these options are links for **More Headers from Office.com**, **Edit Header**, **Remove Header**, and **Save Selection to Header Gallery...**. The document content includes a header with the text "University of Basrah Al-Zahraa College of Medicine" and a logo, and a footer with the text "Computer Sciences Module". The main body of the document contains the text "MBChB Phase 1".

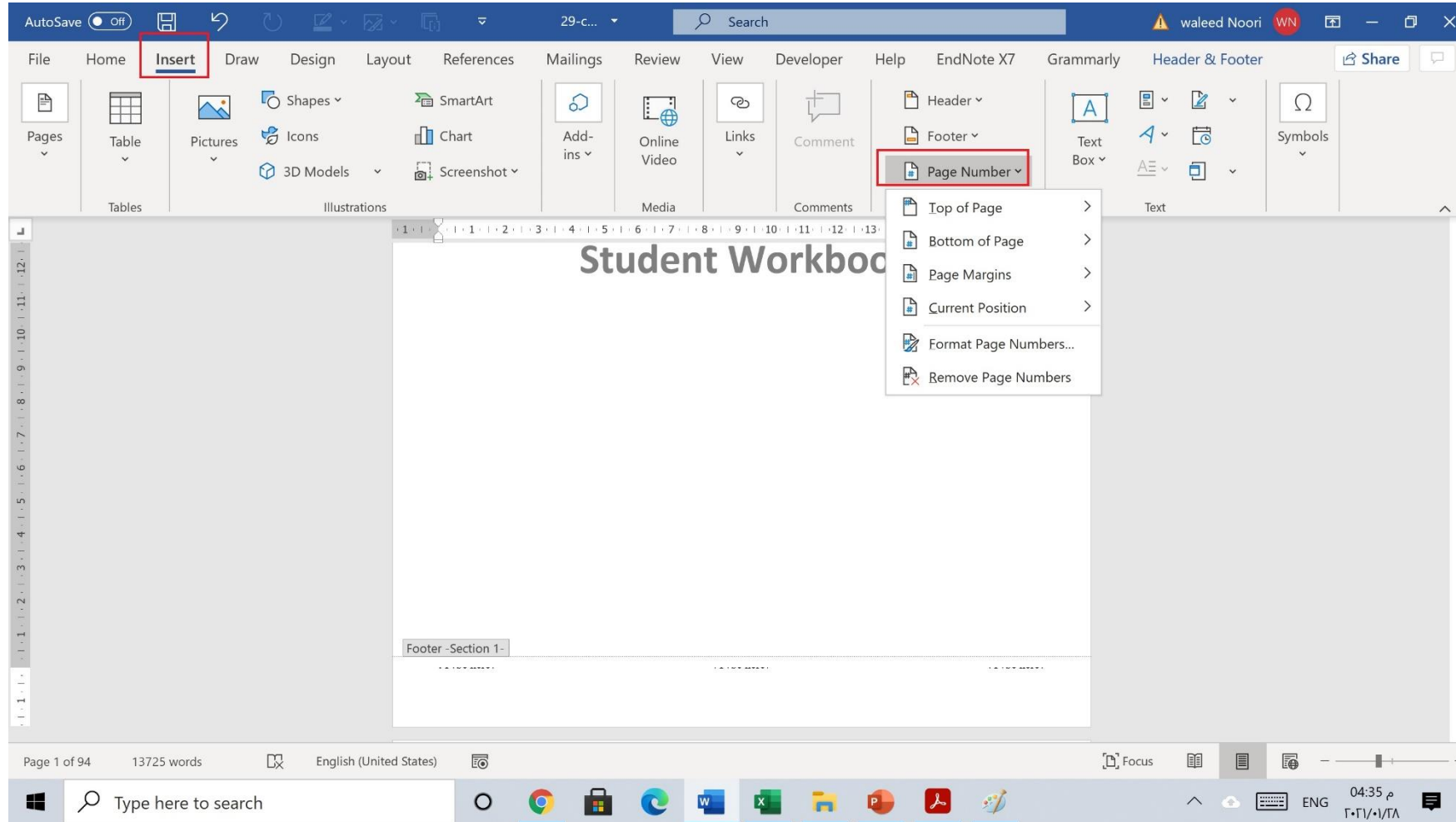


Inserting Header and Footer and page number





Inserting Header and Footer and page number

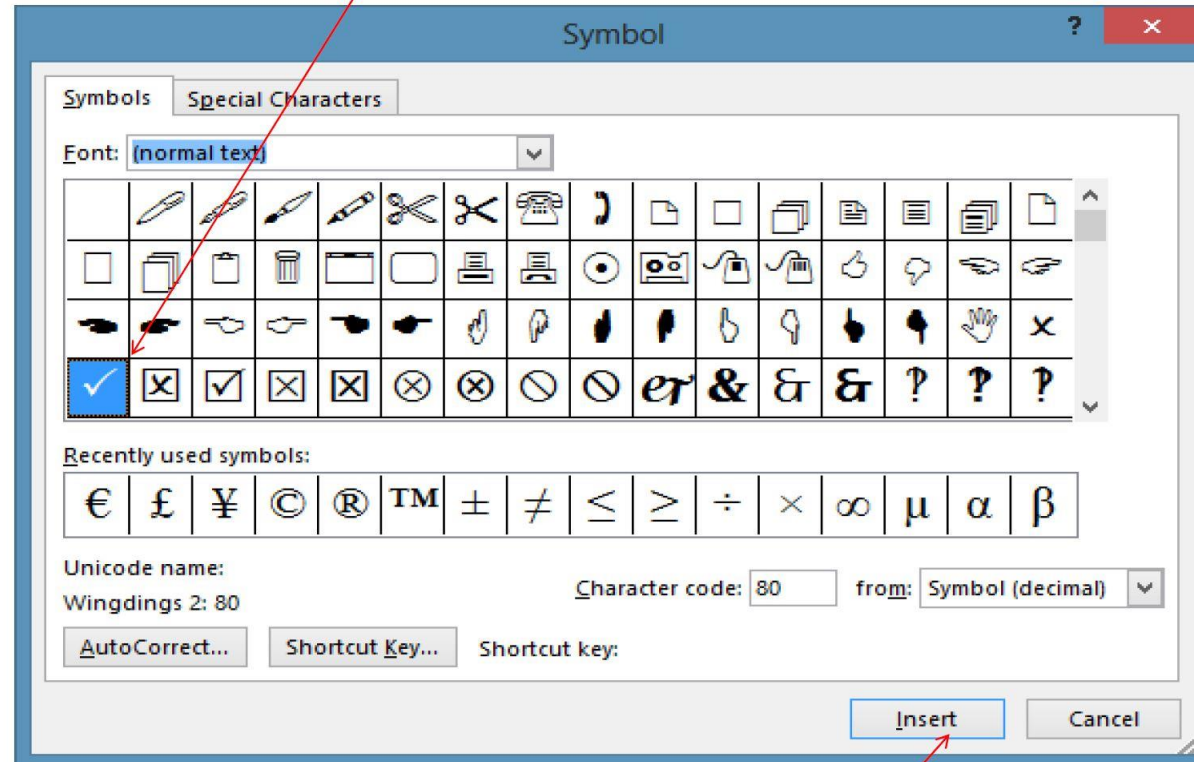


Inserting Symbols

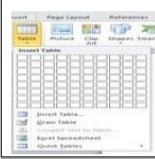

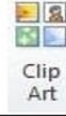










Inserting Symbols

1. select the symbol

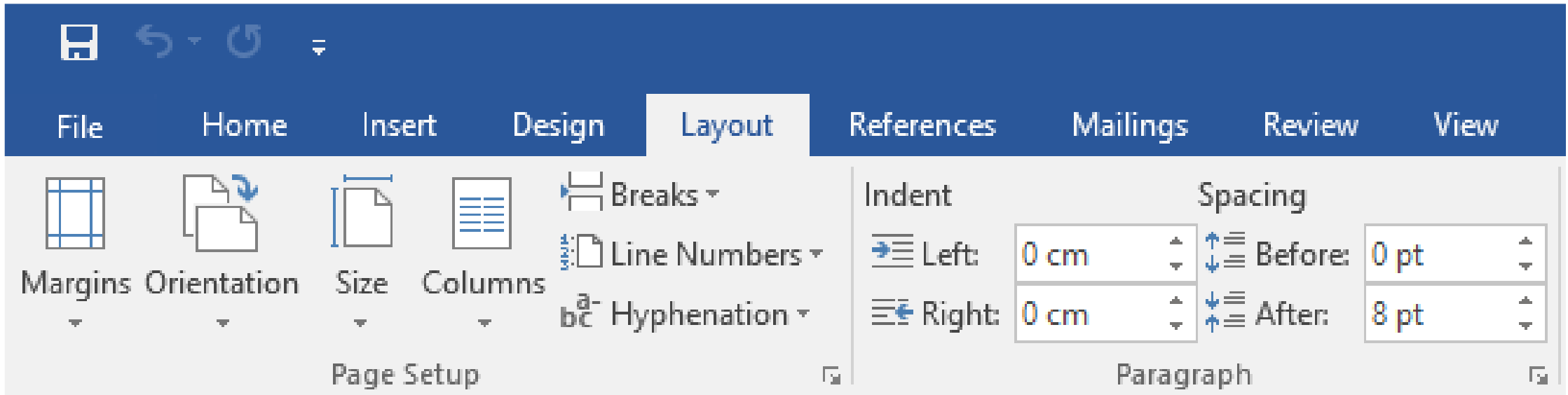


Click insert

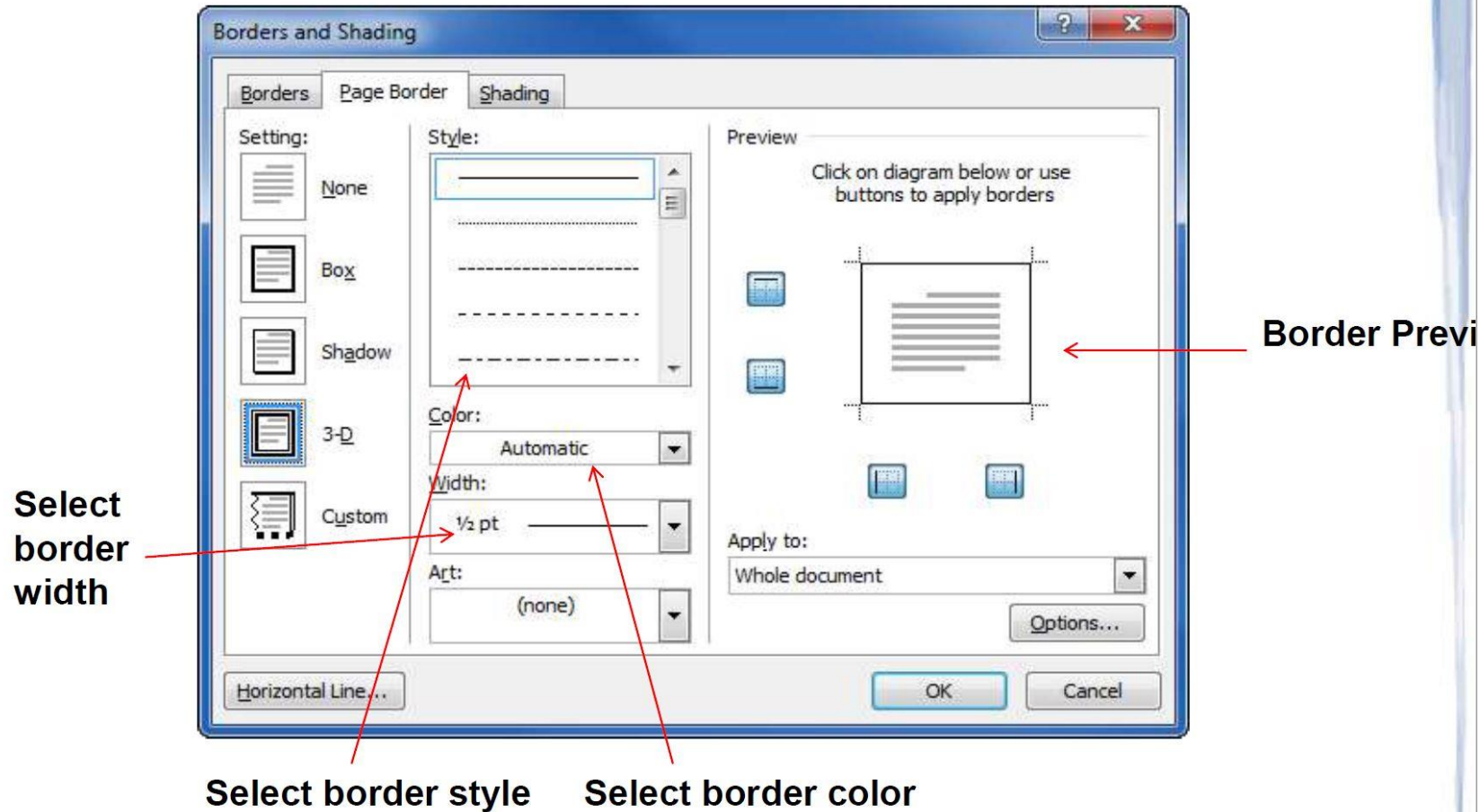
1- Table		Insert or draw a table in to the document.
2- Picture		Insert a picture from a file.
3- Clip art		Insert clip art in to the document.
4- Shapes		Insert ready-made shapes, such as rectangular and circles,.....etc.
5- Smart Art		Insert a smart art graphic to visually communicate information.
6- Header & footer		Edit the header and footer of the document, the text in header and footer repeated in whole pages in the document.
7- Page Number		Insert page number into the document.
8- Text Box		Insert a preformatted text box.
9- Word Art		Insert decorative text in your document.
10- Date & time		Insert the current date or time into the current document.
11- Symbols		Insert symbols that are not on the keyboard.

Design TAB

This tab has document formatting, colors ,fonts, watermark, page color, page border



Borders and Shading



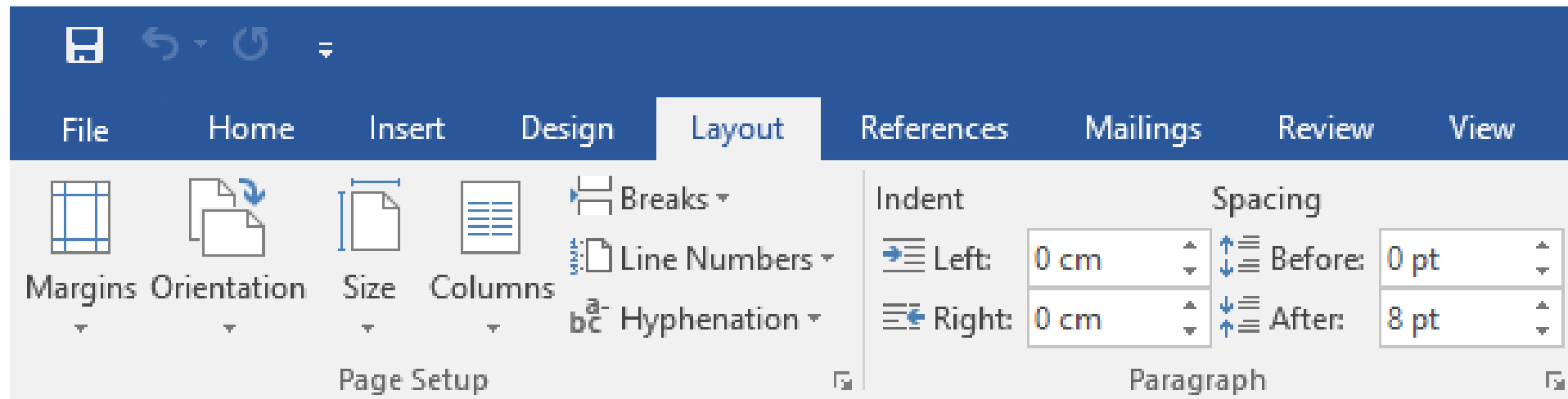


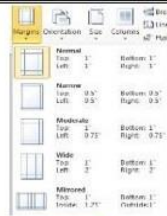
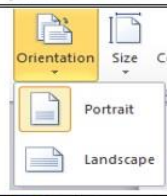
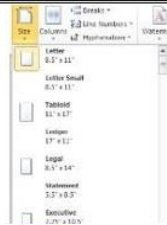
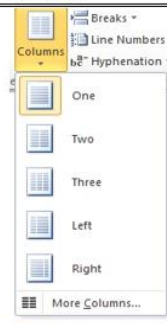


PAGE LAY-OUT TAB



PAGE LAY-OUT TAB

This tab has commands to adjust page elements such as margins, orientation, inserting columns, page backgrounds and themes.



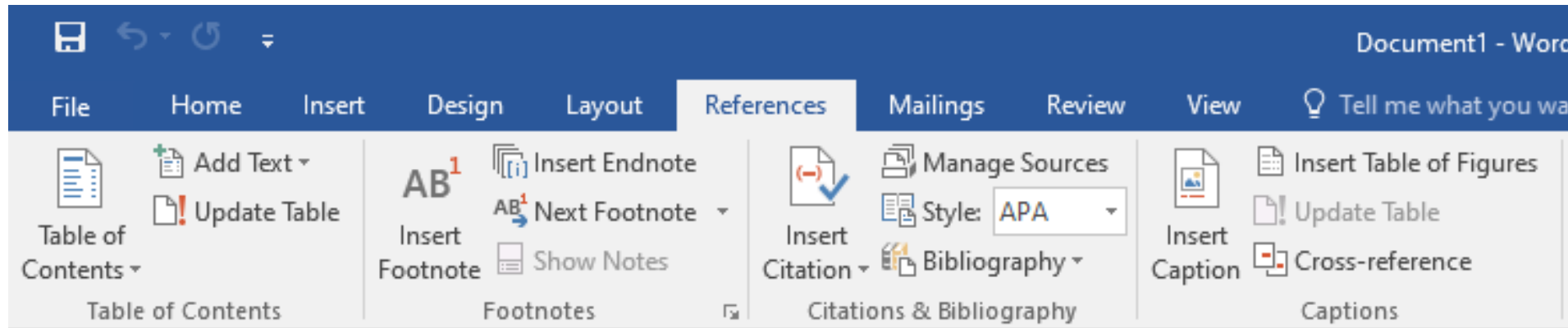
1- Margins:		Select the margin size for the entire document. It is the free space from the top, bottom, left, and right of the page to the beginning of the text in the document.
2- Orientation		Switch the pages between portrait and landscape layouts.
3- Size		Choose the current size for the current section.
4-Columns:		Split text into two or more columns.
5- Water Mark:		Insert ghosted text behind the content on the page.
6- Page borders:		Add or change the border around the page.



REFERENCE TAB

REFERENCE TAB

This tab has commands to use when creating a Table of Contents and citation page for a paper. It provides you with many simple solutions to create these typically difficult to produce documents.



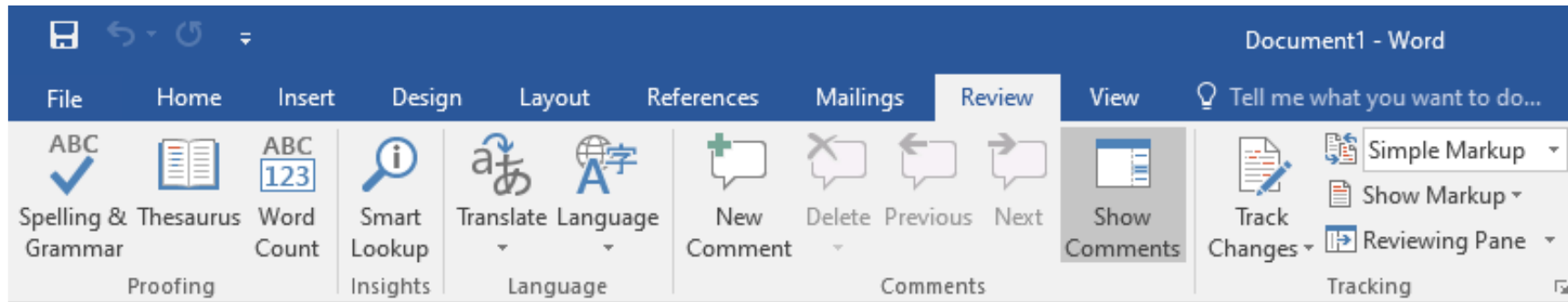


REVIEW TAB



REVIEW TAB

This tab allows you to make any changes to your document due to spelling and grammar issues. It also holds the track changes feature which provides people with the ability to make notes and changes to a document of another person.



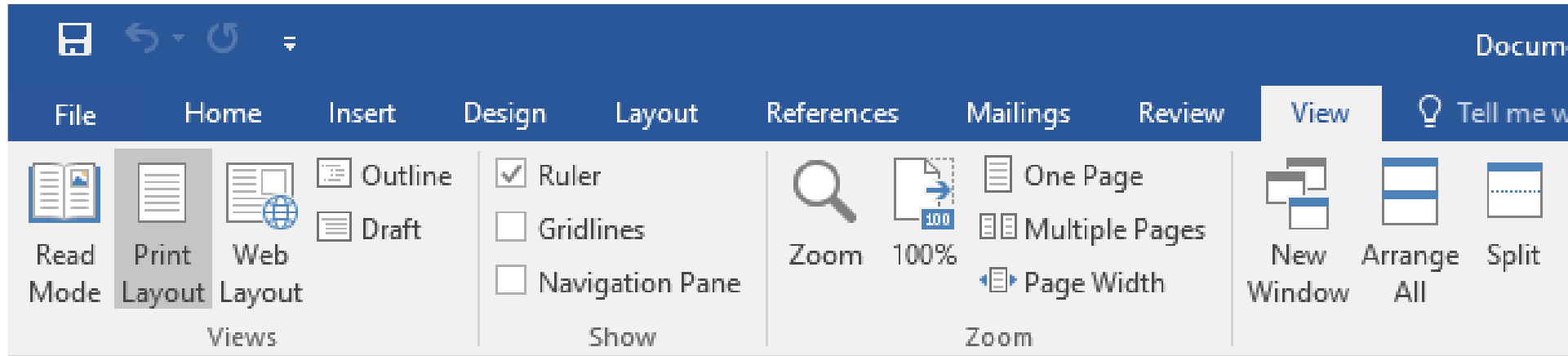


VIEW TAB


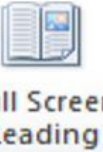



VIEW TAB





This tab allows you to change the view of your document to a different two-page document or zoom.



VIEW TAB

1- Print layout:		View the document as it will appear on the printed page.
2- Fullscreen reading:		View the document in full-screen reading view to maximize the space available for reading or commenting on the document.
3- Web layout:		View the document as it would look like a web page.

Zooming document:

4-Zoom:		Show the zoom dialog box to specify the zoom level of the document.
5- Zooming in pages:	 One Page  Two Pages  Page Width	Zoom the document so that one or two or width pages fit in the window.



Thank you