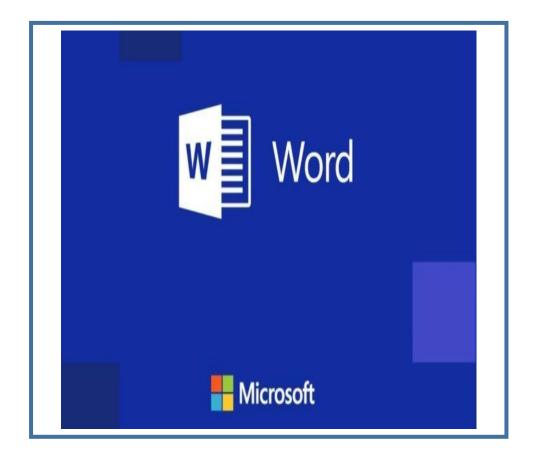


AL-Zahraa College of Medicine





Microsoft Word

Lecture 3

By **Dr. Waleed Noori Hussein** AL-Zahraa College of Medicine 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

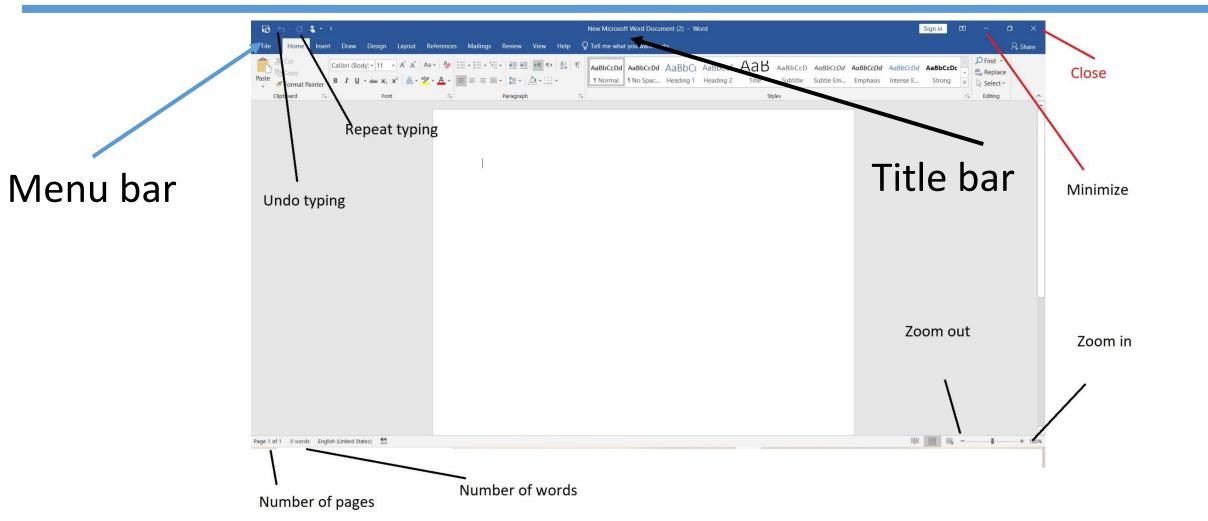
the computer company Microsoft. The purpose of the MS

Word is to allow the users to type and save documents.



INTRODUCTION











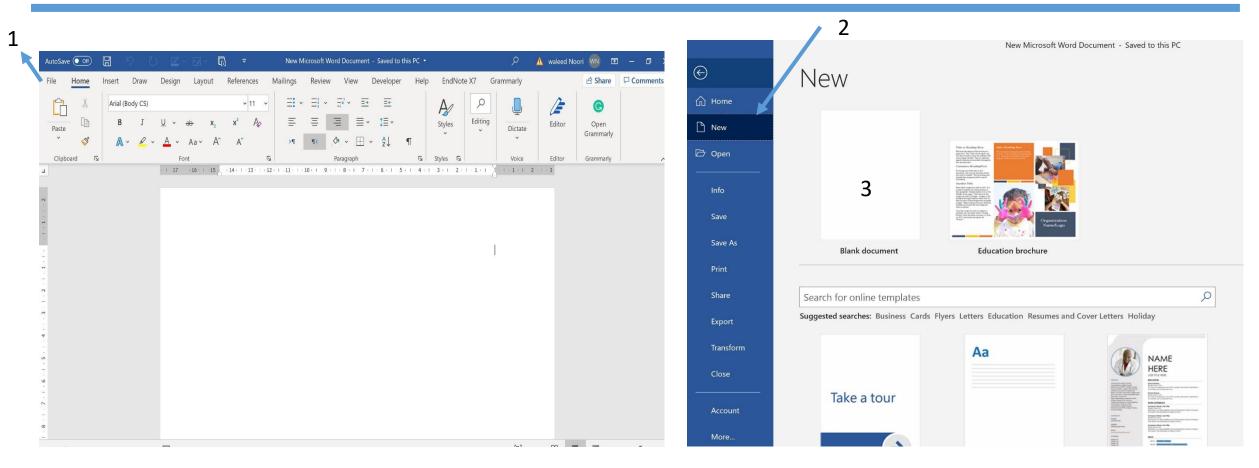
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1- Recent:	Shows documents those recently opened.
2- Save (Ctrl+s):	Save changes (add or delete) to document.
3- Save as (Ctrl+s):	Save document with name, location and type.
4- Open (Ctrl+o):	Open documents. Open for read only also can be used.
5- 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



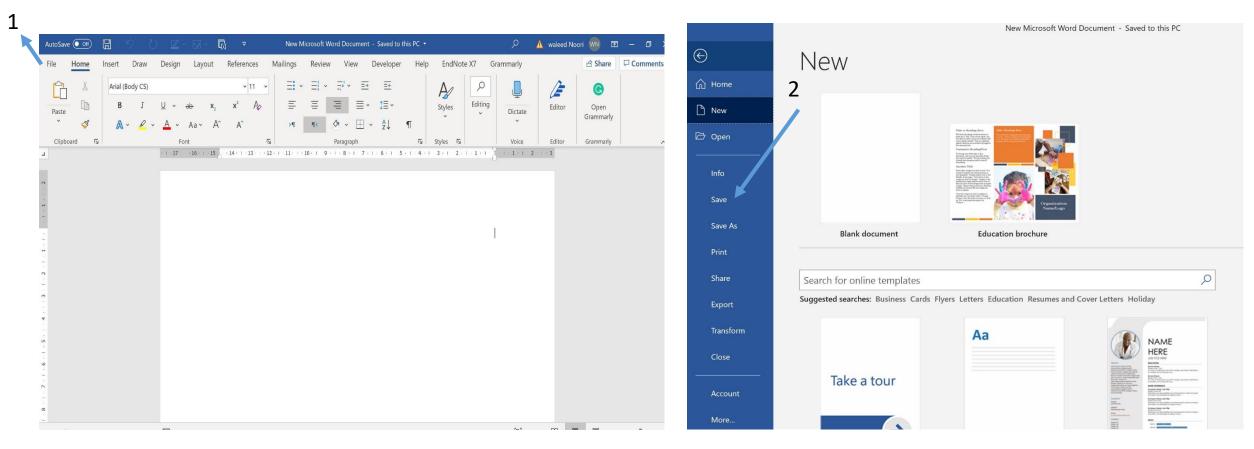


Select file- New – Blank document (ctrl+n)



Creating and saving a file





Select file- save (ctrl+s)





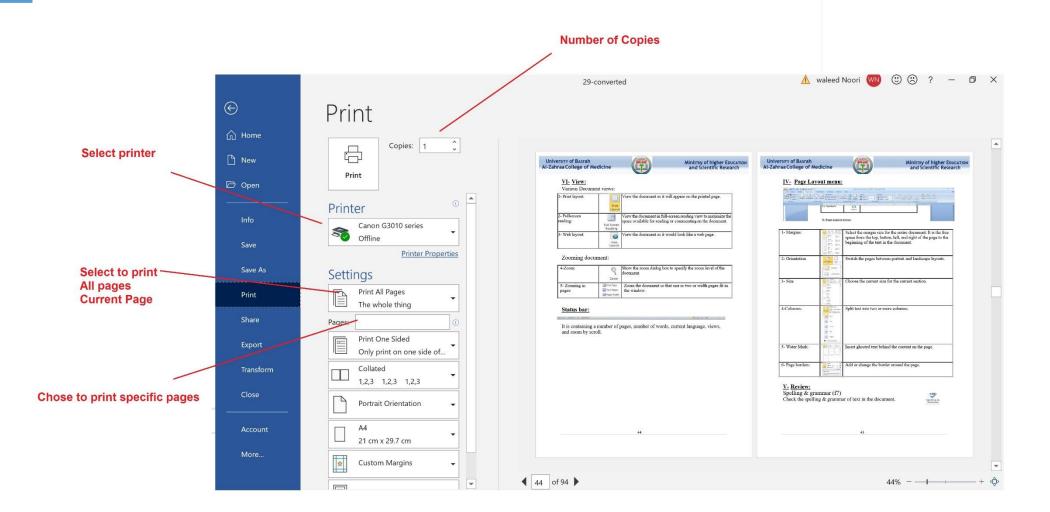


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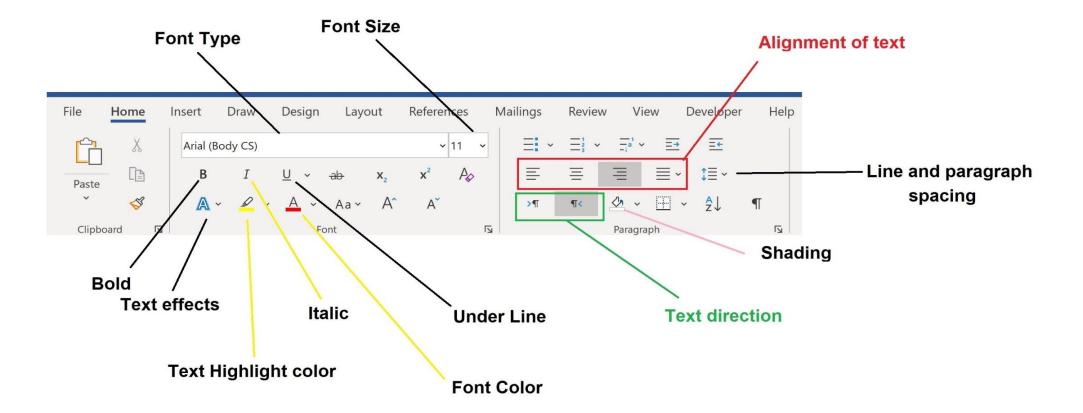
HOME TAB

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

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Editing and formatting a document

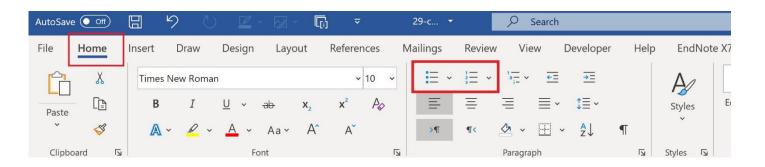






Bullets and Number

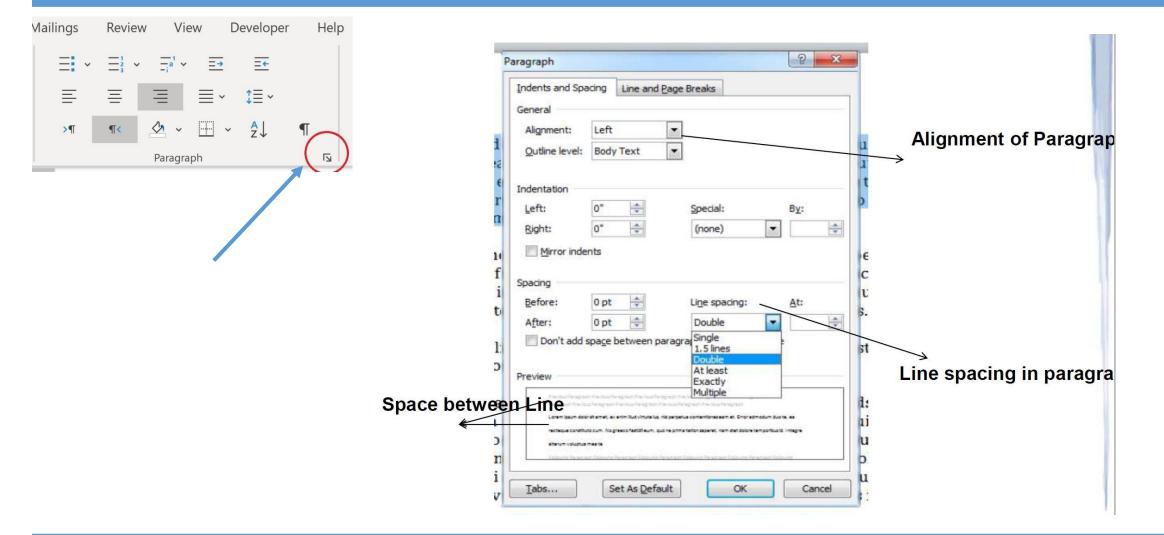




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Paragraph formatting







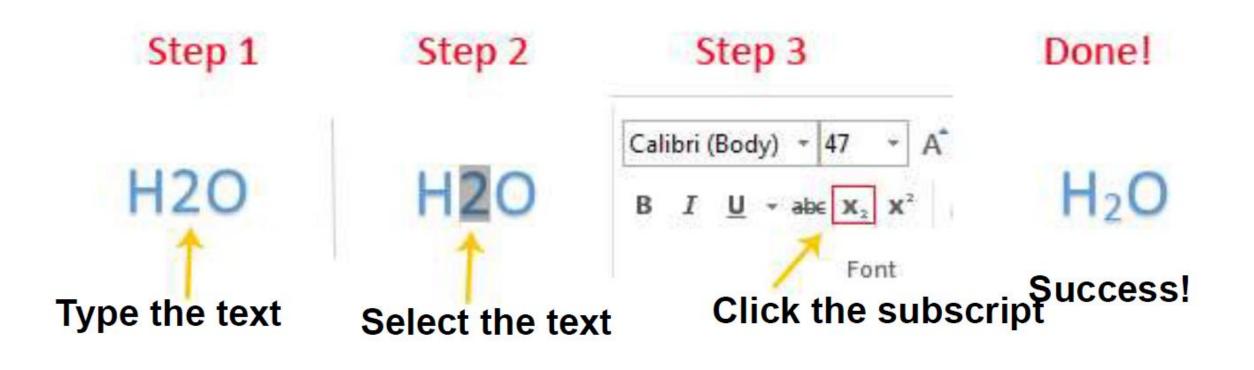


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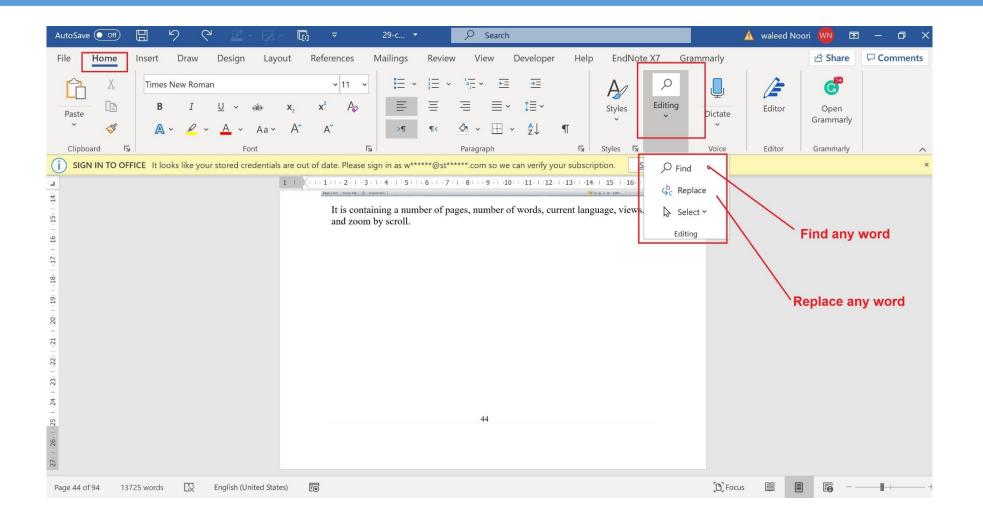














1- Paste (Ctrl+v):		Used to paste text or object after cut it or copy it.
2- Cut (Ctrl+x):	¥	Transfer text or object from a specific location to other.
3- Copy (Ctrl+c):		Make a copy of text or object from a specific location to other.
4- Format painter:	I	Change the format of one text or object according 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:	<u>A</u> -	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:	i≡ -	Start the bulleted list.
14- Numbering:	400 ¥	Start a numbered list.
15- Shading:	<u>م</u>	Color the background behind the selected text or paragraph.
16- Find (ctrl+f):	👫 Find 🝷	Find text in the document.
17- Replace (ctrl+h):	ab Gac Replace	Replace text with others in the documents.

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

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

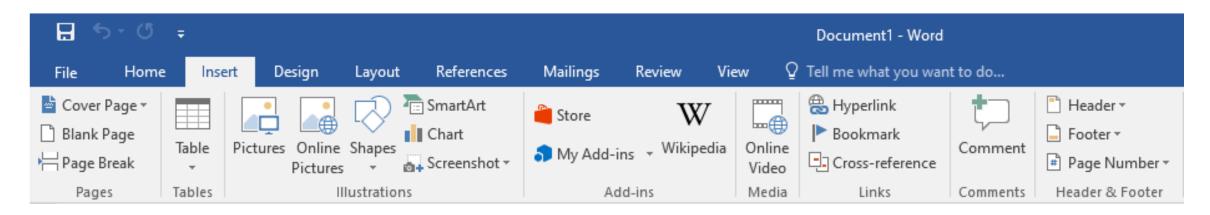






INSERT TAB

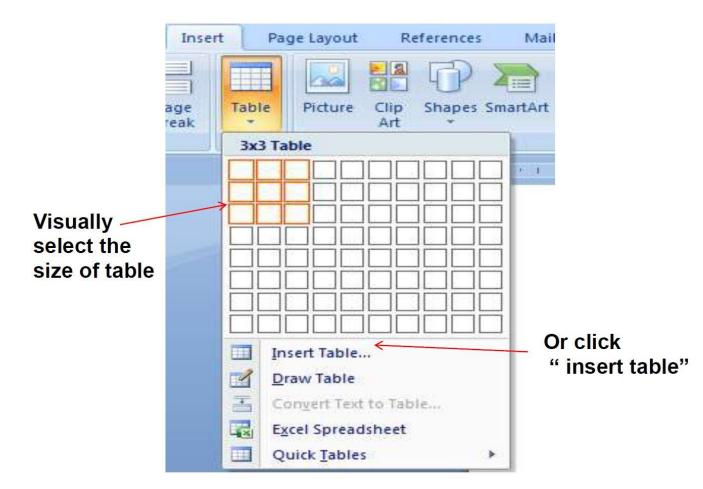
This tab allows you to insert a variety of items into a document from pictures, clip art, tables and headers and footers.





Inserting Table in file

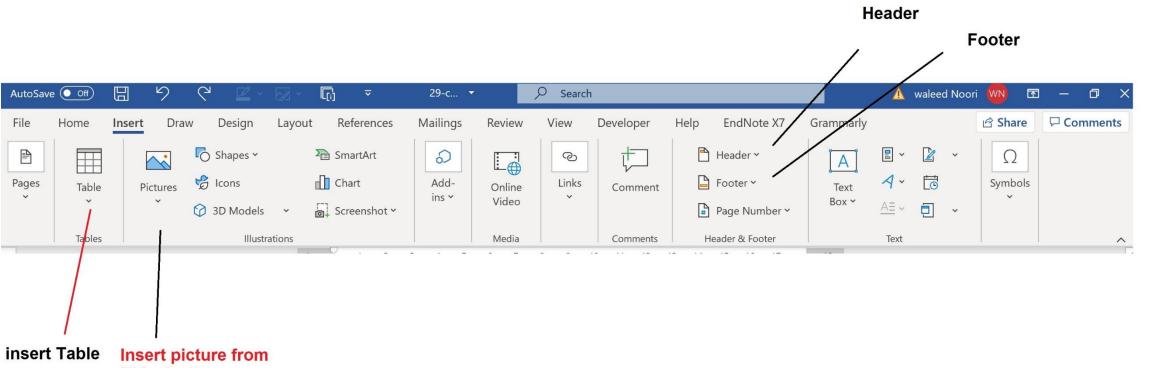






Inserting Header and Footer and page number





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Inserting Header and Footer and page number



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Inserting Header and Footer and page number



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Inserting Header and Footer and page number



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Inserting Symbols



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Inserting Symbols



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1- Table	Net Difference Image: Signal Signal Image: Signal Signal <t< th=""><th>Insert or draw a table in to the document.</th></t<>	Insert or draw a table in to the document.
2- Picture	Picture	Insert a picture from a file.
3- Clip art	Clip Art	Insert clip art in to the document.
4- Shapes	Shapes	Insert ready-made shapes, such as rectangular and circles,etc.
5- Smart Art	SmartArt	Insert a smart art graphic to visually communicate information.
6- Header & footer	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	Page Number +	Insert page number into the document.
8- Text Box	A Text Box *	Insert a preformatted text box.
9- Word Art	WordArt	Insert decorative text in your document.
10- Date & time	🛃 Date & Time	Insert the current date or time into the current document.
11- Symbols	Symbol	Insert symbols that are not on the keyboard.



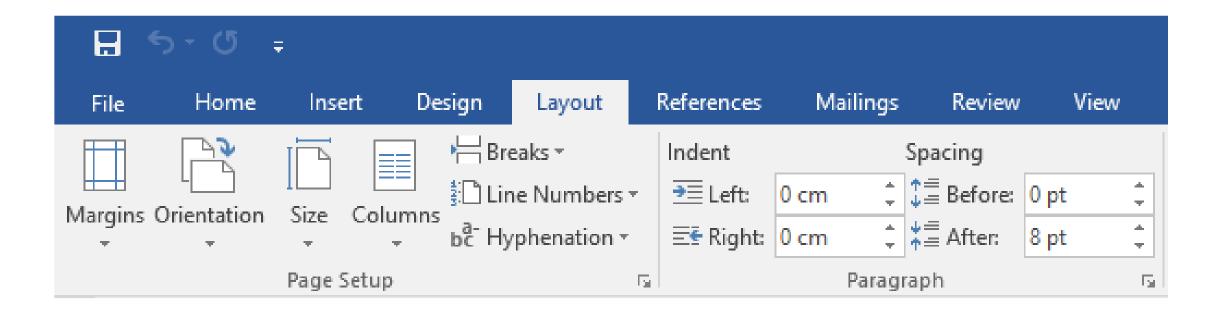






Design TAB

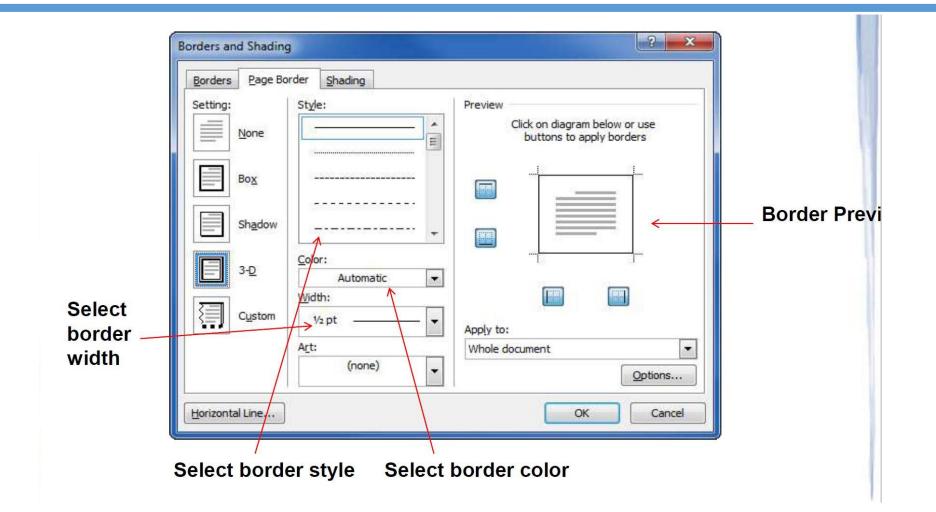
This tab has document formatting, colors ,fonts, watermark, page color, page border





Borders and Shading









PAGE LAY-OUT TAB

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

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THE REAL PROPERTY OF HEADER	1- Margins:	Manual Manual<	Select the margin size for the entire document. It is the free space from the top, button, left, and right of the page to the beginning of the text in the document.	An-BACKS AND
	2- Orientation	Orientation Size Co Portrait Landscape	Switch the pages between portrait and landscape layouts.	
	3- Size	Content of	Choose the current size for the current section.	
	4-Columns:	Columns be Hyphenation • Columns be Hyphenation • Columns be Hyphenation • Columns be Hyphenation • Columns be Hyphenation • Two Three Left Left More Columns	Split text into two or more columns.	
	5- Water Mark:		Insert ghosted text behind the content on the page.	
	6- Page borders:	Indext Space Page BE Left: 0" 12" ms BE Ruph: 0" 12" Page Borders Prograph Add or change the border around the page.	Add or change the border around the page.	

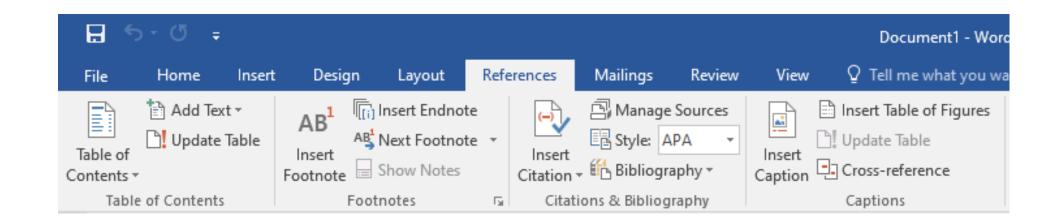






REFERENCE TAB

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.



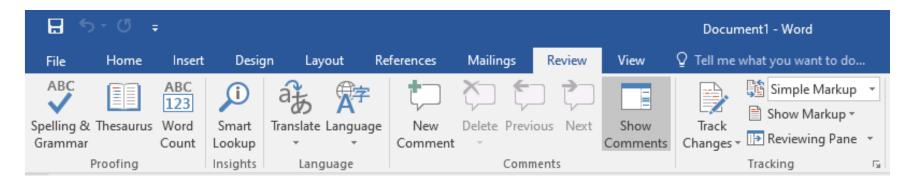






REVIEW TAB

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.



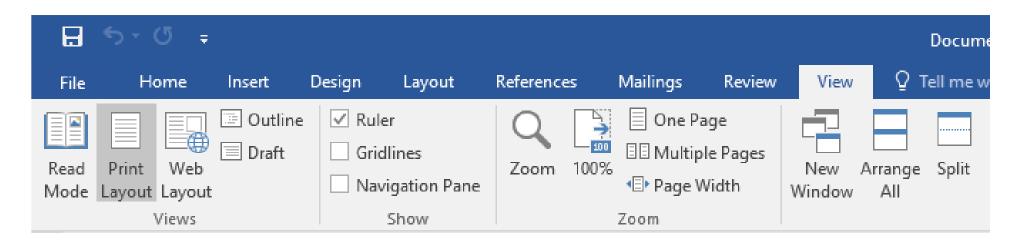






VIEW TAB

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









1- Print layout:	Print Layout	View the document as it will appear on the printed page.
2- Fullscreen reading:	Full Screen Reading	View the document in full-screen reading view to maximize the space available for reading or commenting on the document.
3- Web layout:	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