



AL-Zahraa College of Medicine



Microsoft Word Lecture 3

Module Leader: Assist.Prof. Dr. Waleed AL-Hashimi

Teaching Staff / Course Instructors:

Lecturer: Eman.Alasadi

Assistant Lecturer: Hussein Hameed

Assistant Lecturer: Hasan Nashea

AL-Zahraa College of Medicine

University of Basrah



Objectives

اهداف المحاضرة

To provide students with a comprehensive understanding of word processing concepts, features, and functionalities, enabling them to create and format professional documents.



Introduction to Word Processing



Word processing is the use of computer software to create, edit, format, and print text-based documents. It is one of the most common and essential computer skills. The most popular word processor is **Microsoft Word**, but others include **Google Docs**, **Apple Pages**, and **LibreOffice Writer**.



Introduction to Word Processing



□ Word Processing Basics

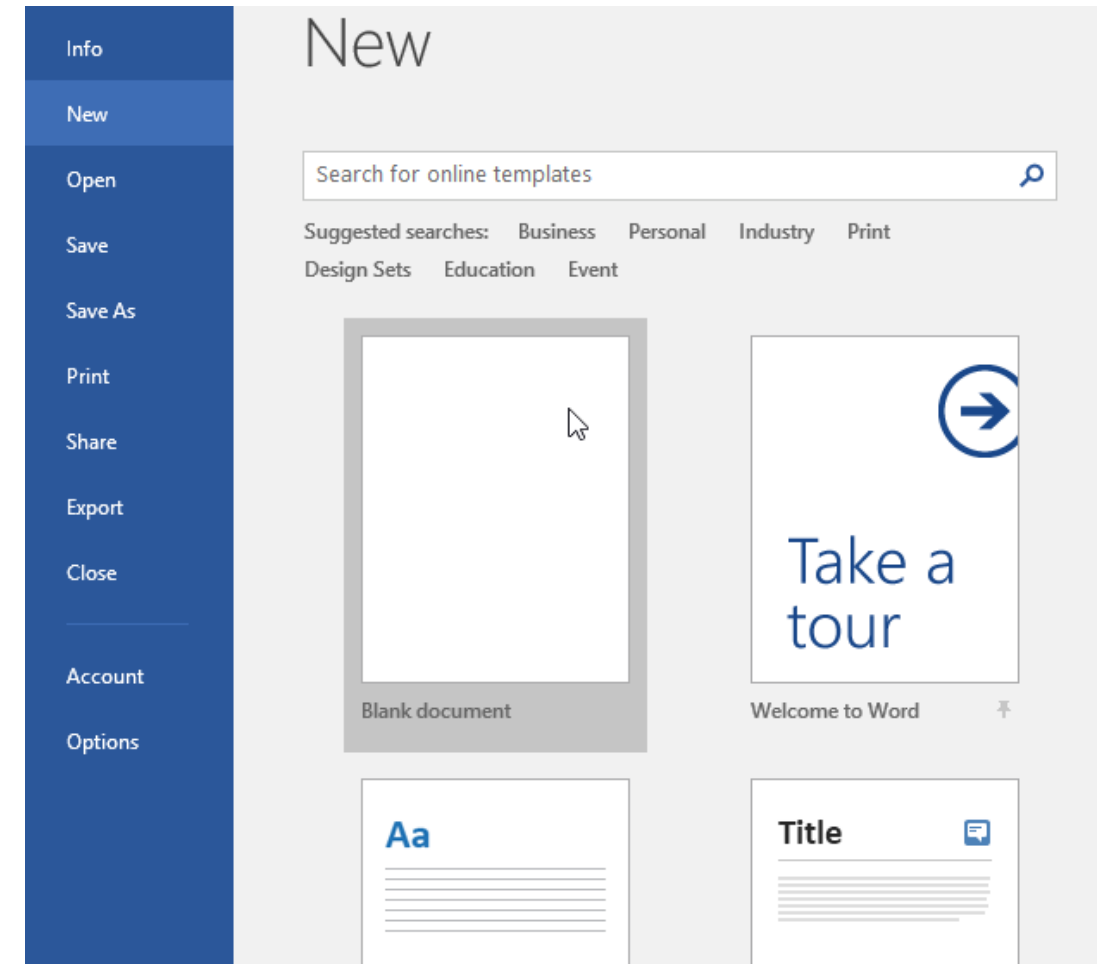
A word processor is a significant upgrade from a typewriter. Its core advantages are:

- **Editability:** You can change text anywhere in the document without re-typing the whole page.
- **Formatting:** Control the appearance of your text (fonts, colors, sizes) and layout (margins, spacing).
- **Copy & Paste:** Easily duplicate or move text and images.
- **Spell & Grammar Check:** Automated tools to catch errors.
- **Save & Store:** Documents are saved digitally for easy retrieval and future editing.
- **Templates:** Pre-designed documents for quick creation of resumes, letters, reports, etc.



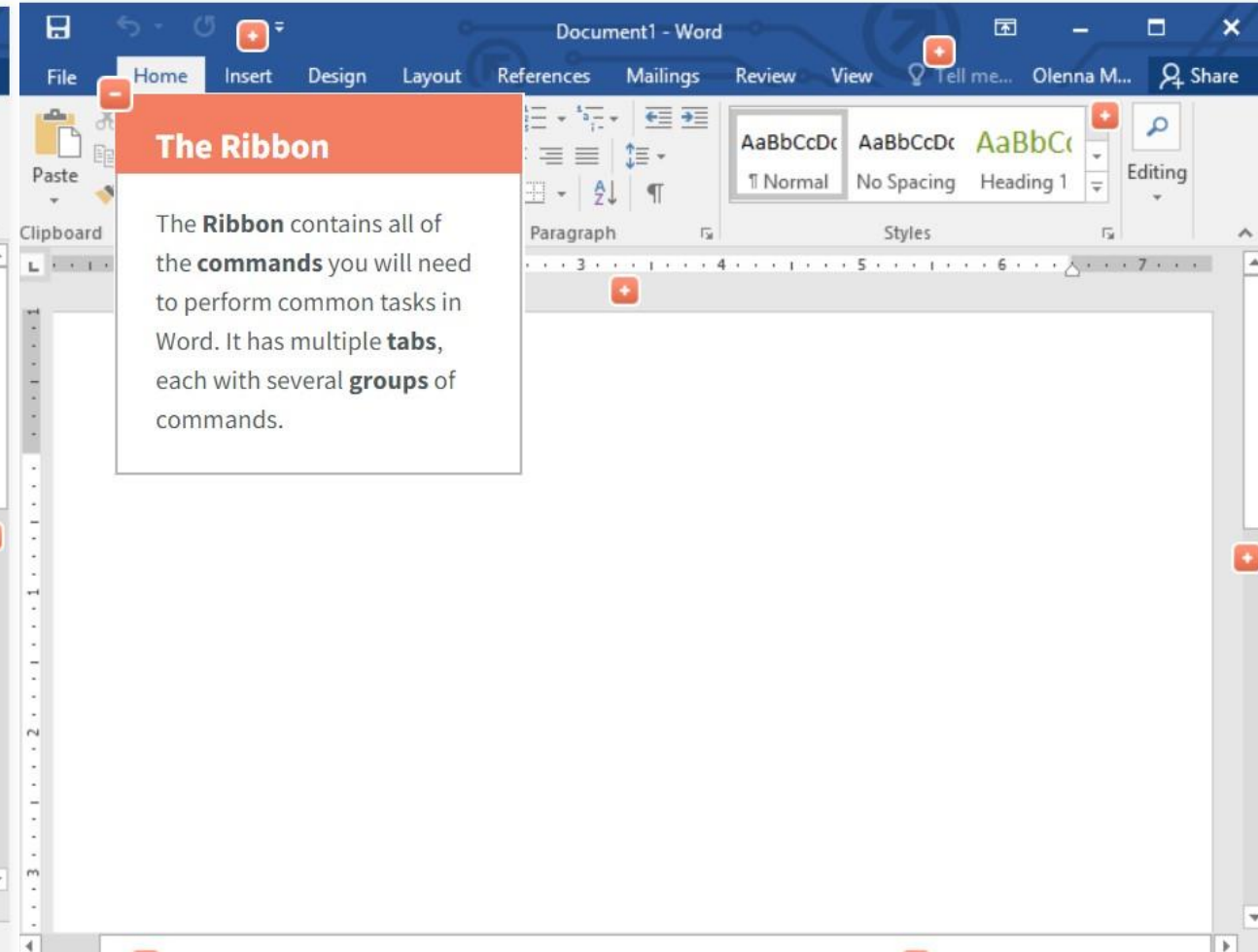
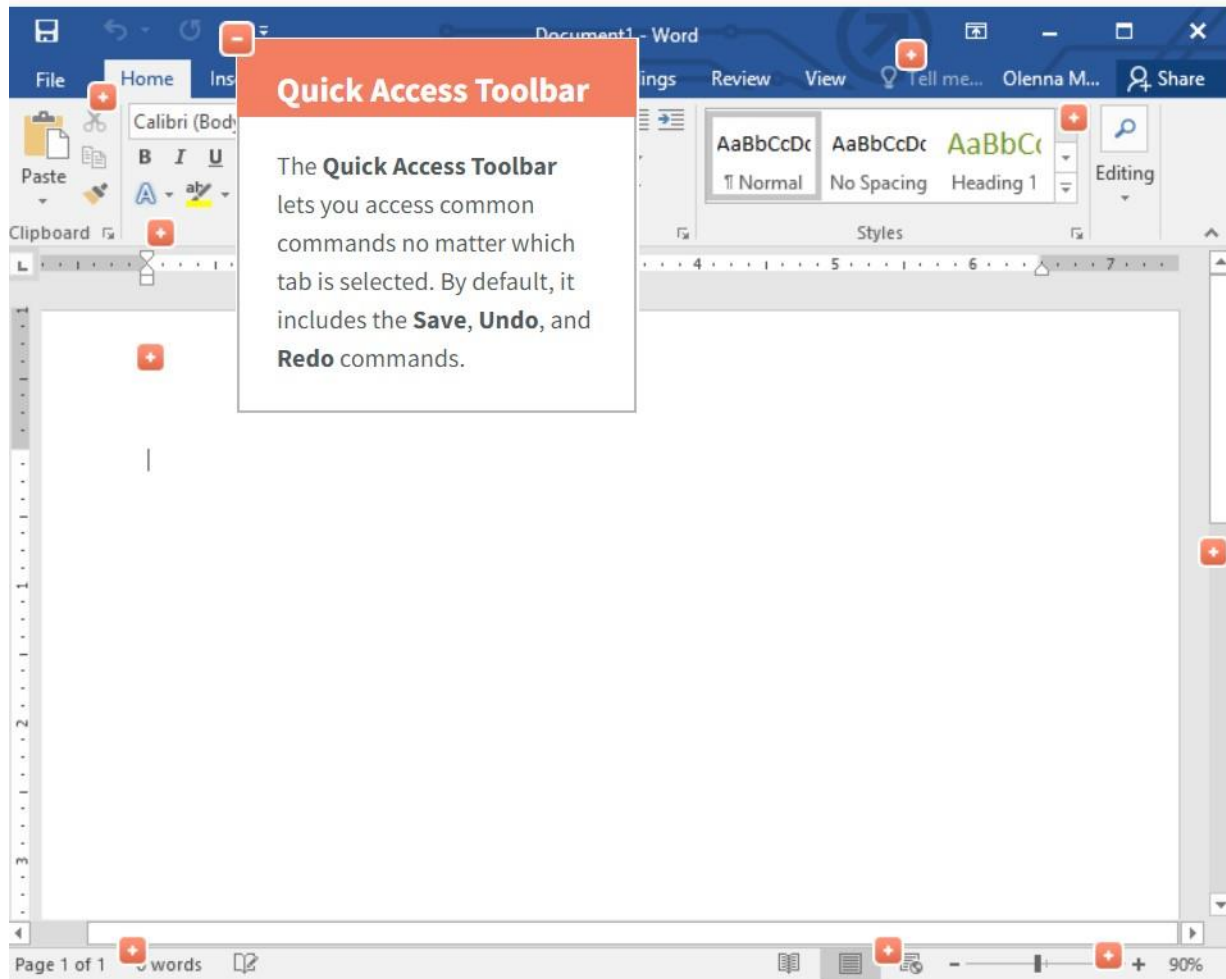
The Workspace: Navigating the Interface

- ❑ When you open Word for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, and access your **recently edited documents**.



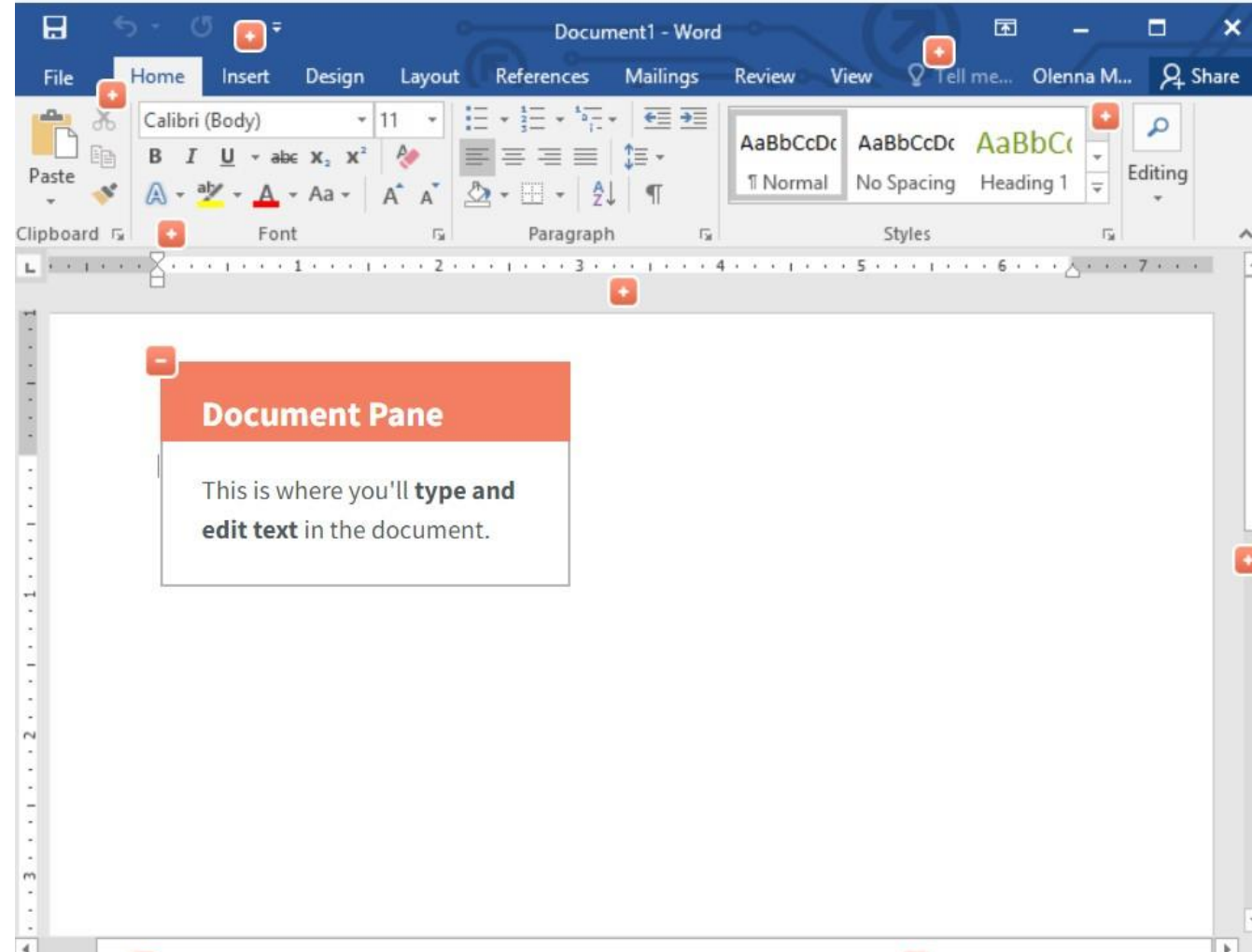


The Word interface

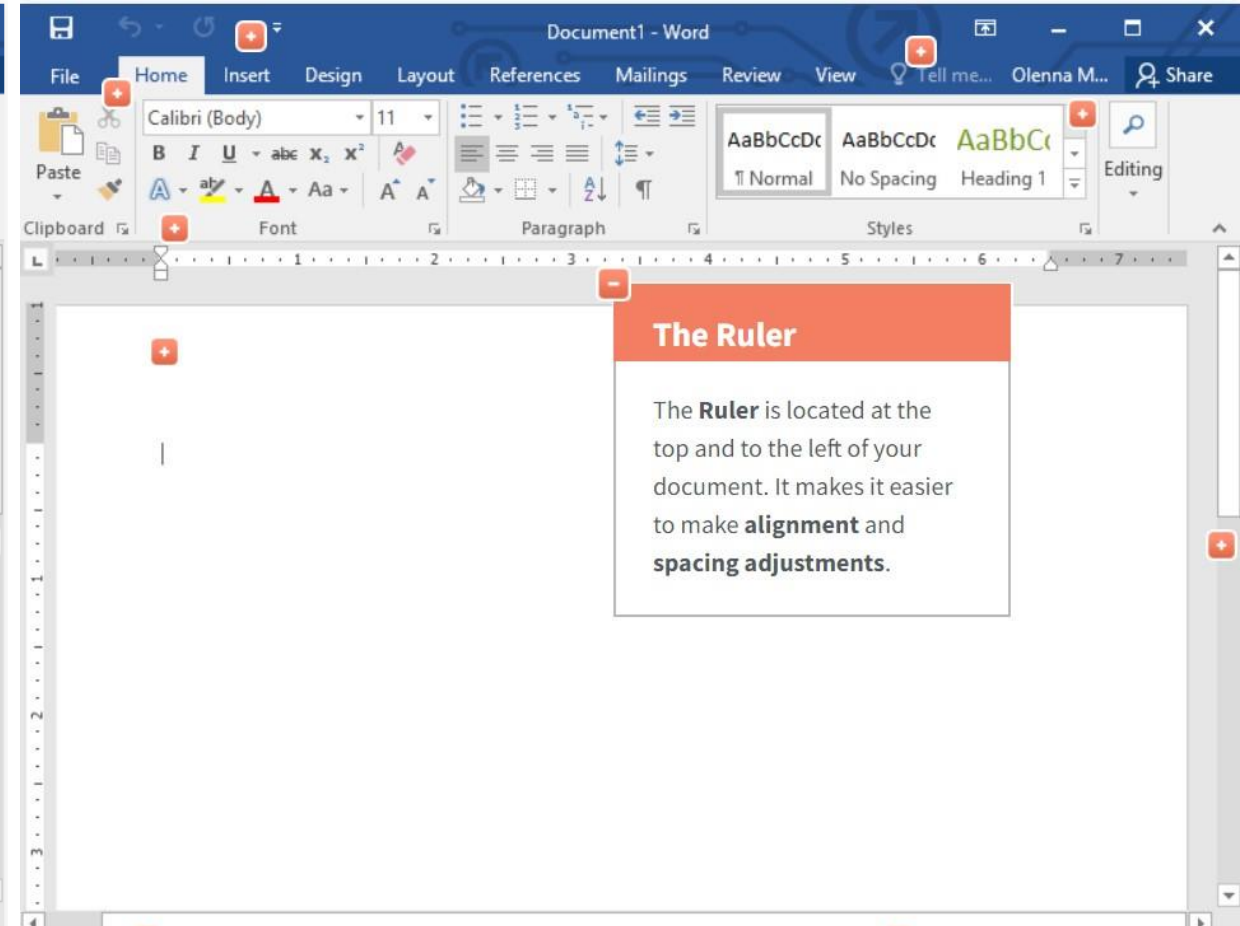
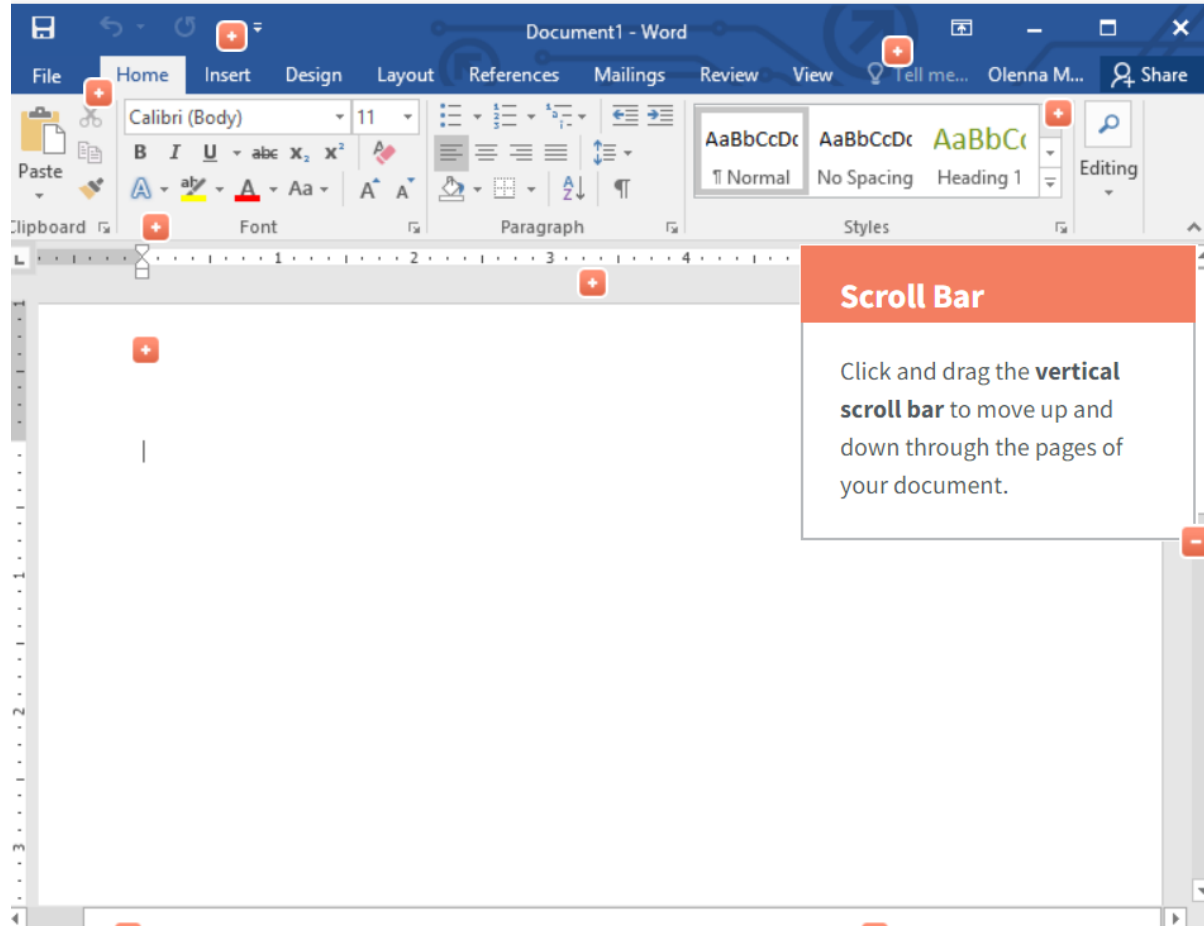




The Word interface

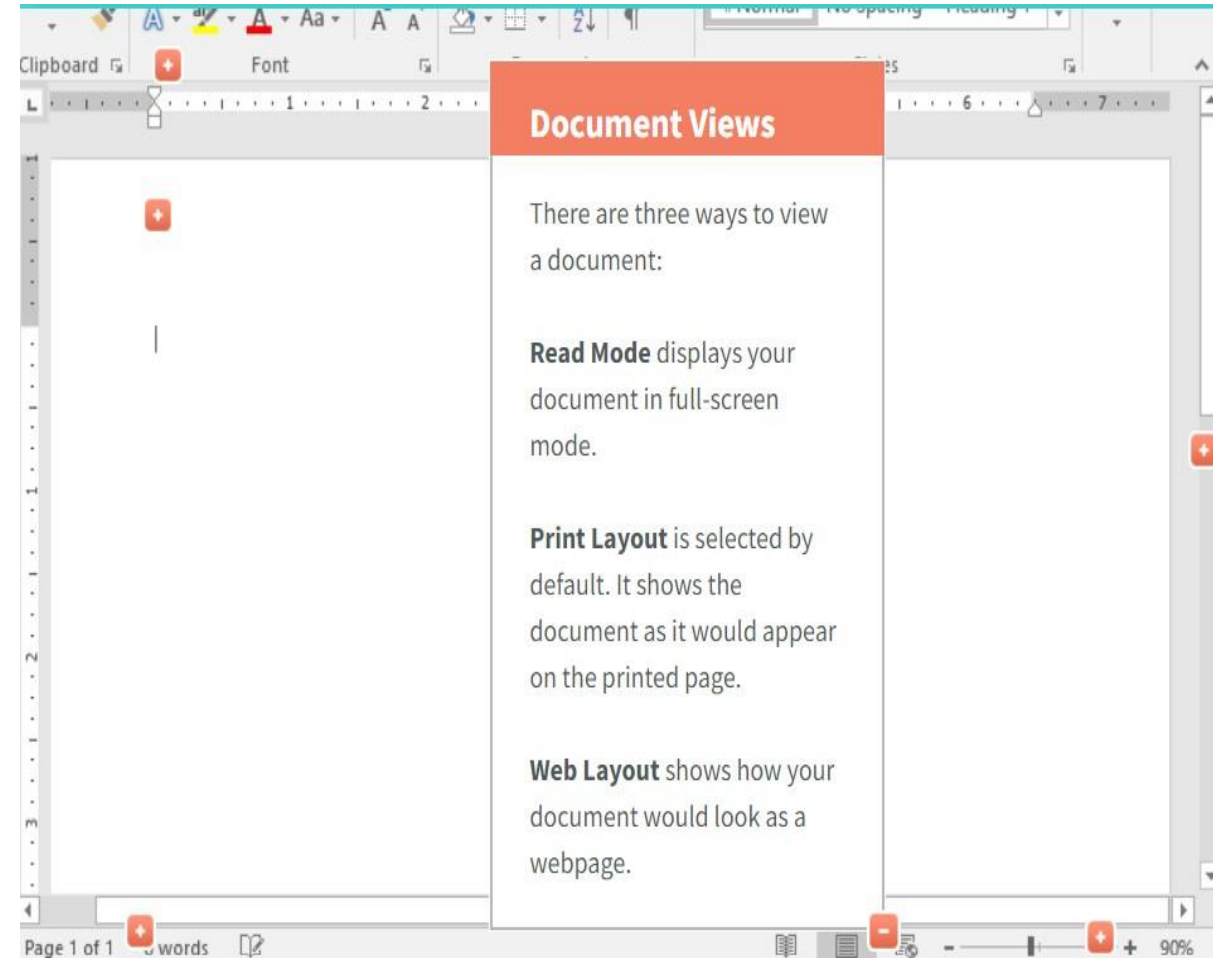
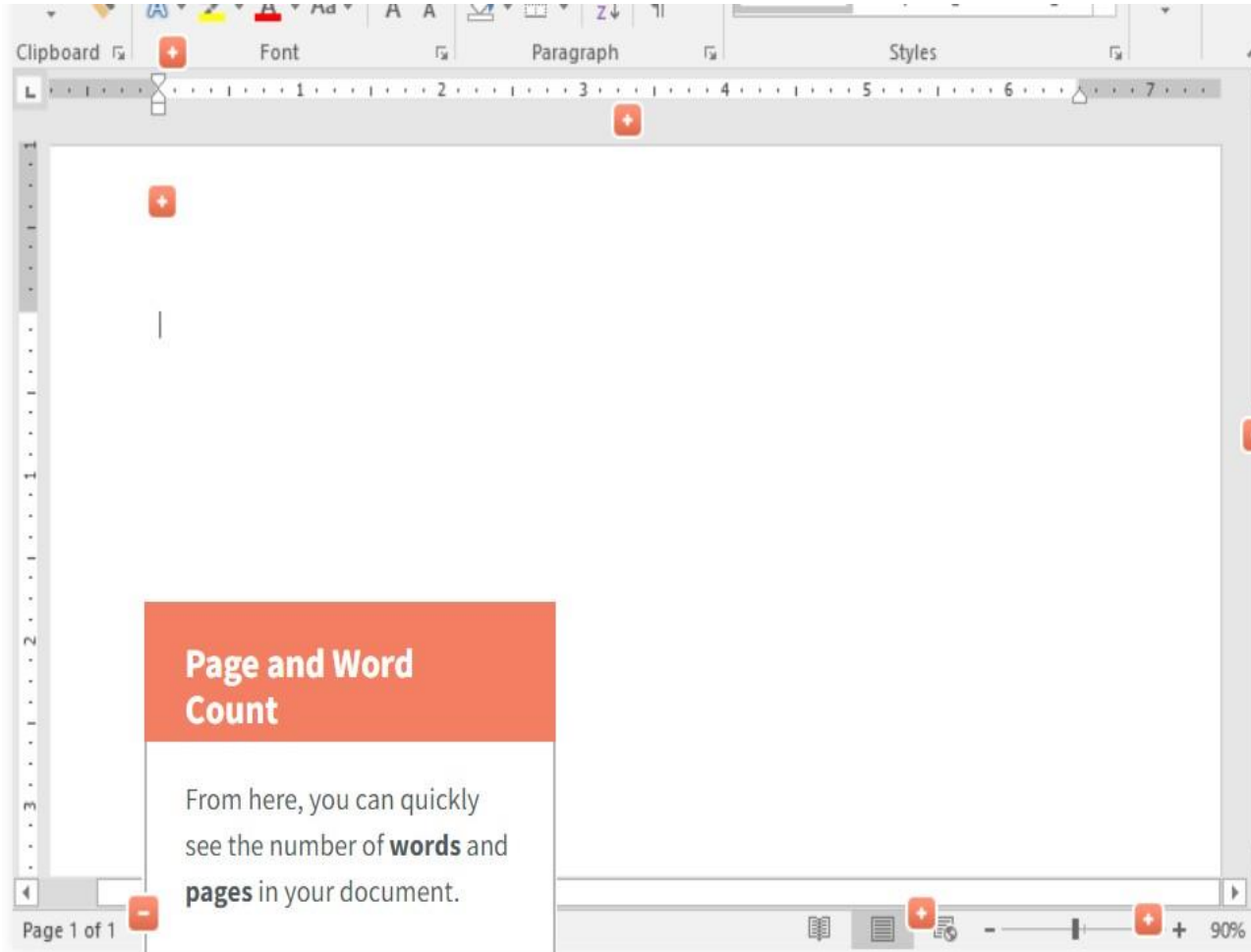


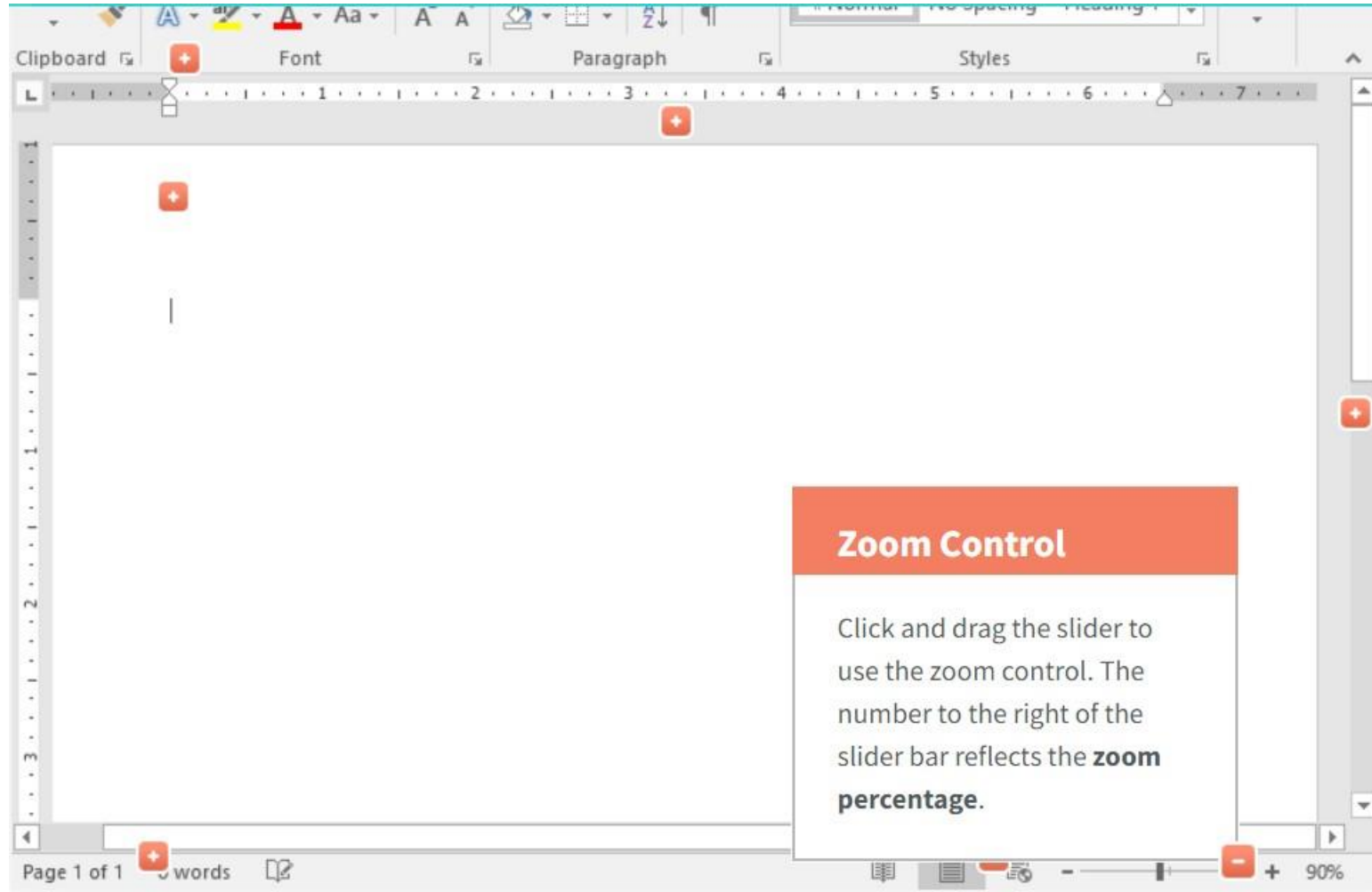
The Word interface





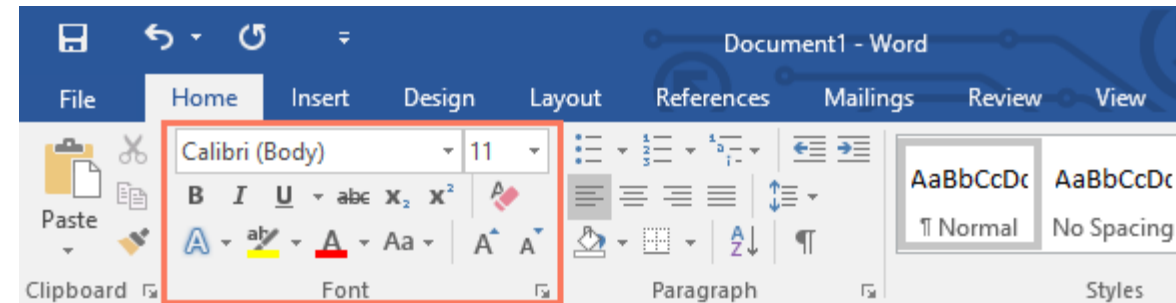
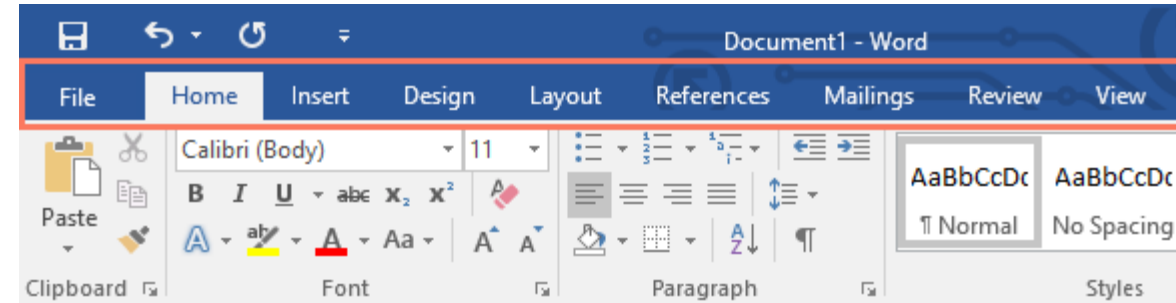
The Word interface





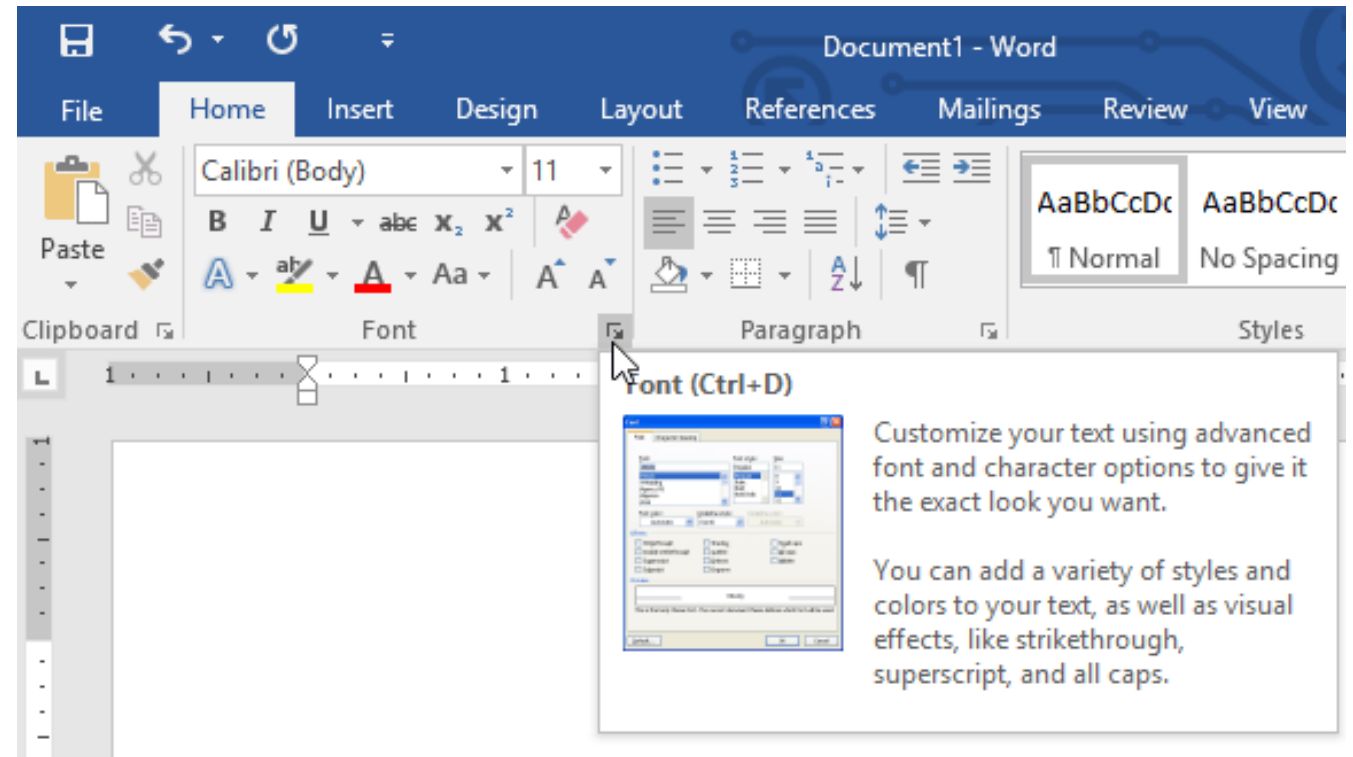
❑ The Ribbon

- Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.
- **Tabs:** Home, Insert, Draw, Design, Layout, References, Mailings, Review and View.
- Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.



Working with the Word environment

- Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.

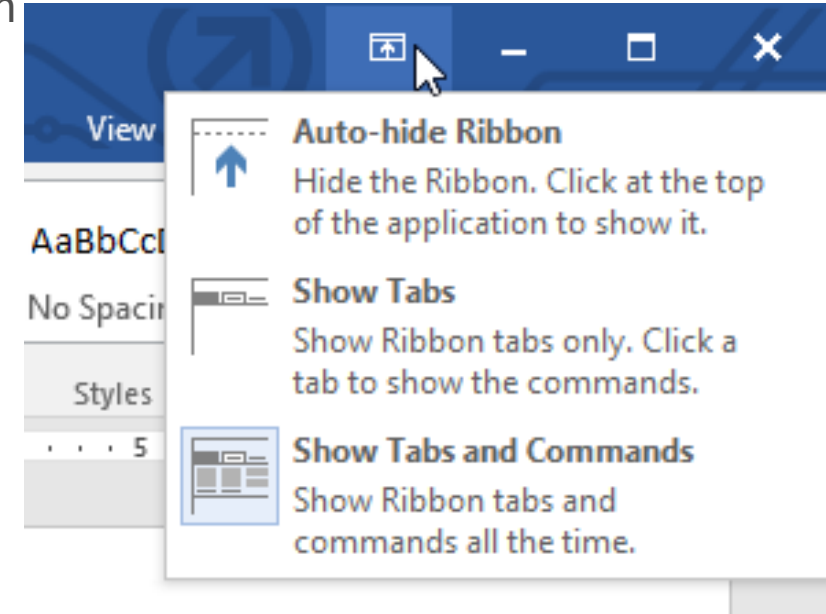


□ Showing and hiding the Ribbon

If you find that the Ribbon takes up too much screen space, you can hide it.

To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.



❑ The Quick Access Toolbar

Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs

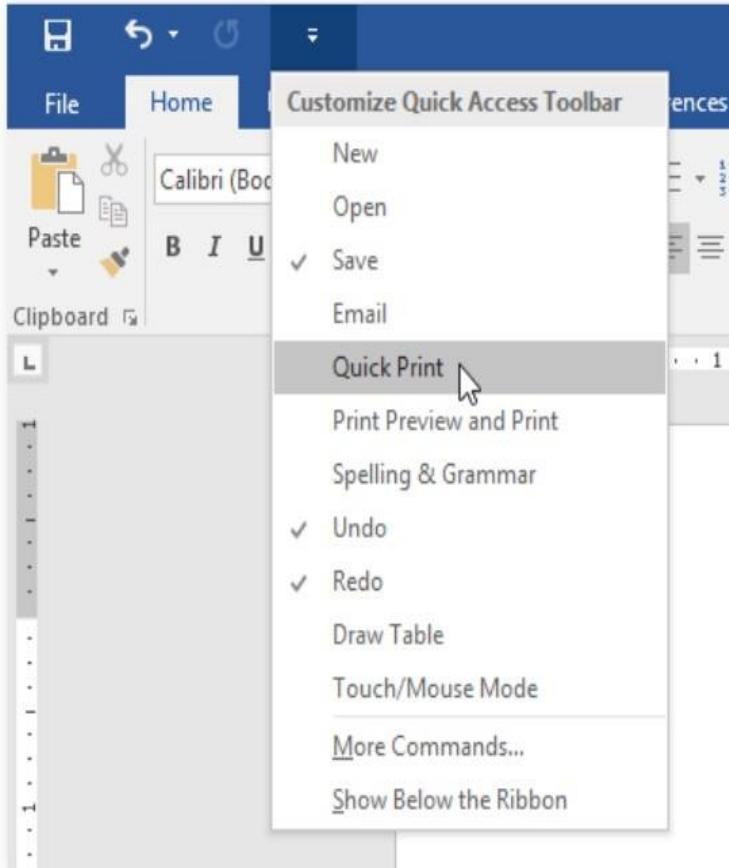
To add commands to the Quick Access Toolbar:

- 1 Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.



Working with the Word environment

2 Select the **command** you want to add from the menu.



3 The command will be **added** to the Quick Access Toolbar.

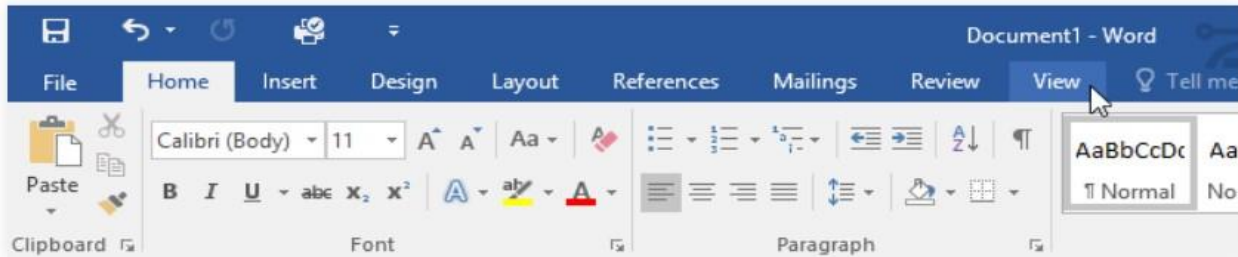


❑ The Ruler

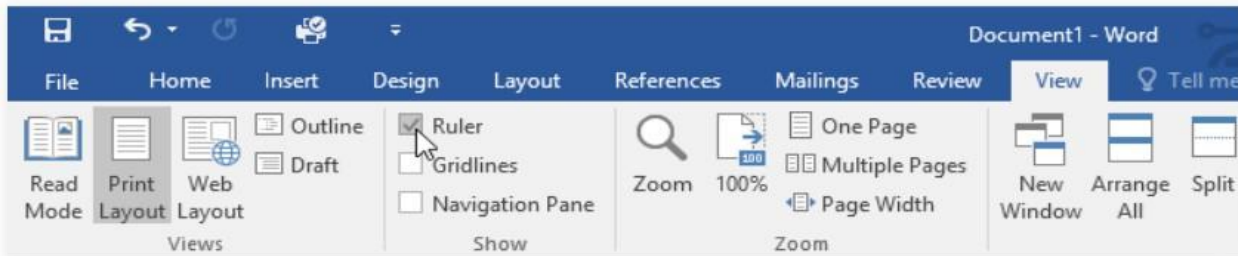
- The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

To show or hide the Ruler:

- 1 Click the **View** tab.

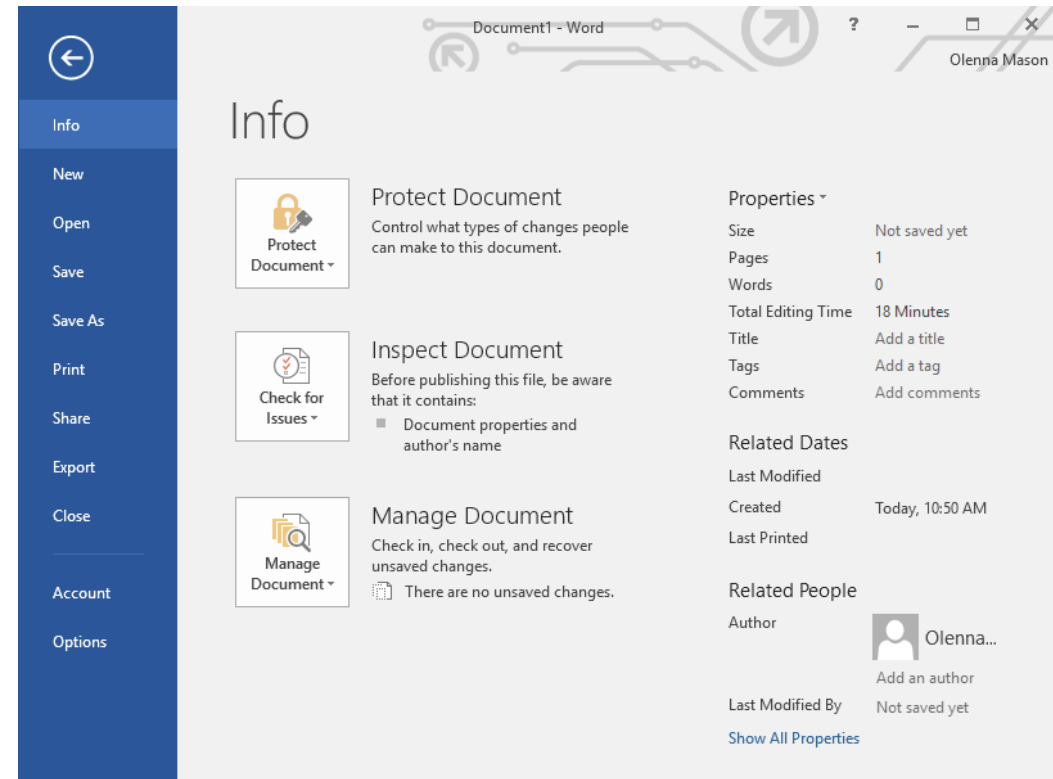
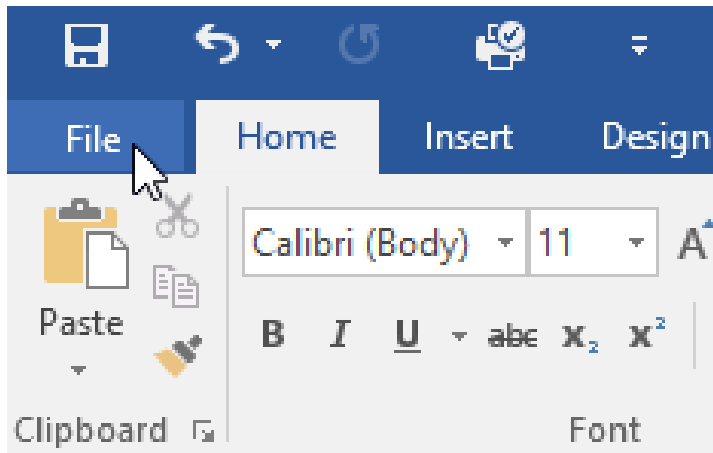


- 2 Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.

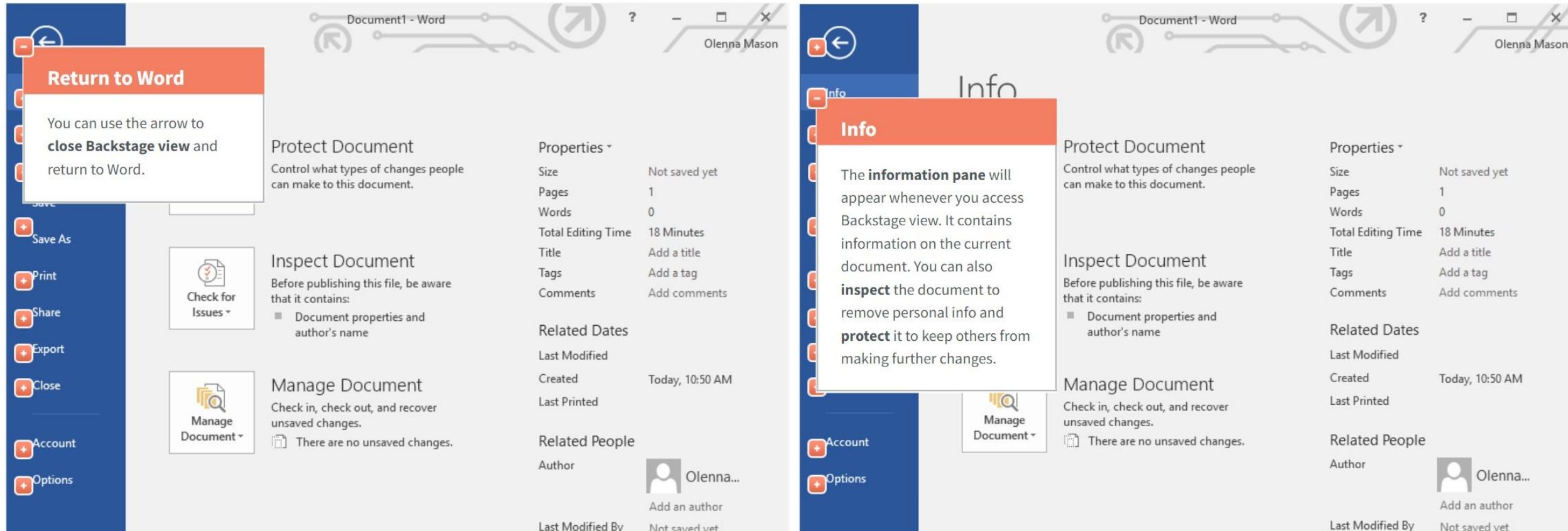


❑ Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.



Working with the Word environment



Return to Word

You can use the arrow to **close Backstage view** and return to Word.

Info

The **information pane** will appear whenever you access Backstage view. It contains information on the current document. You can also **inspect** the document to remove personal info and **protect** it to keep others from making further changes.

Document1 - Word Olenna Mason

Protect Document
Control what types of changes people can make to this document.

Properties

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	18 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	
Created	Today, 10:50 AM
Last Printed	

Related People

Author	Olenna...
	Add an author
Last Modified By	Not saved yet

Inspect Document
Before publishing this file, be aware that it contains:

- Document properties and author's name

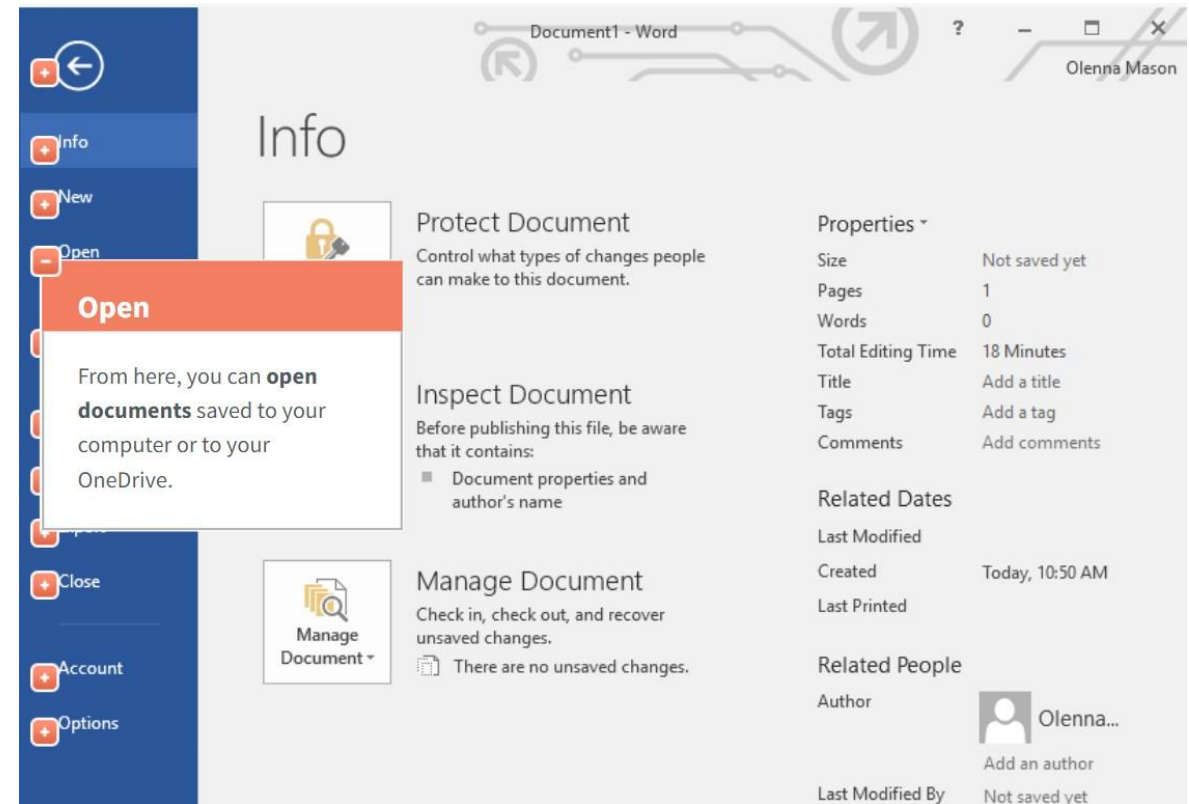
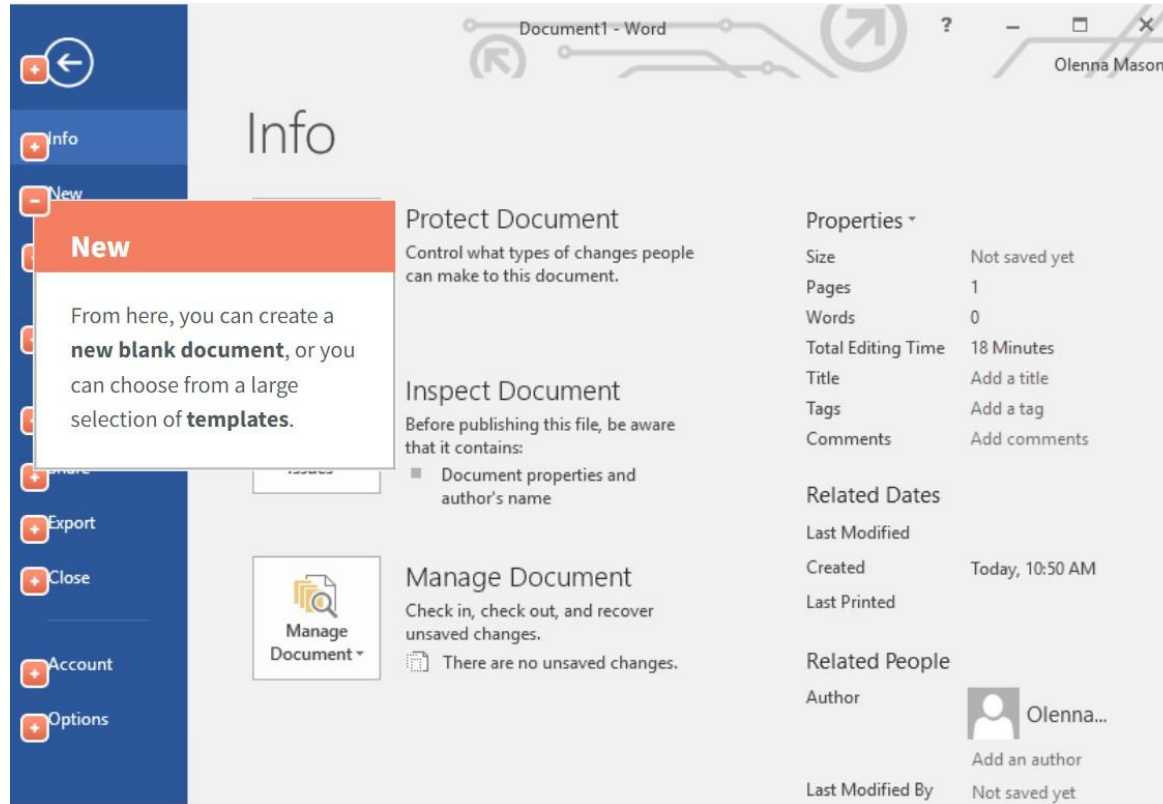
Manage Document
Check in, check out, and recover unsaved changes.

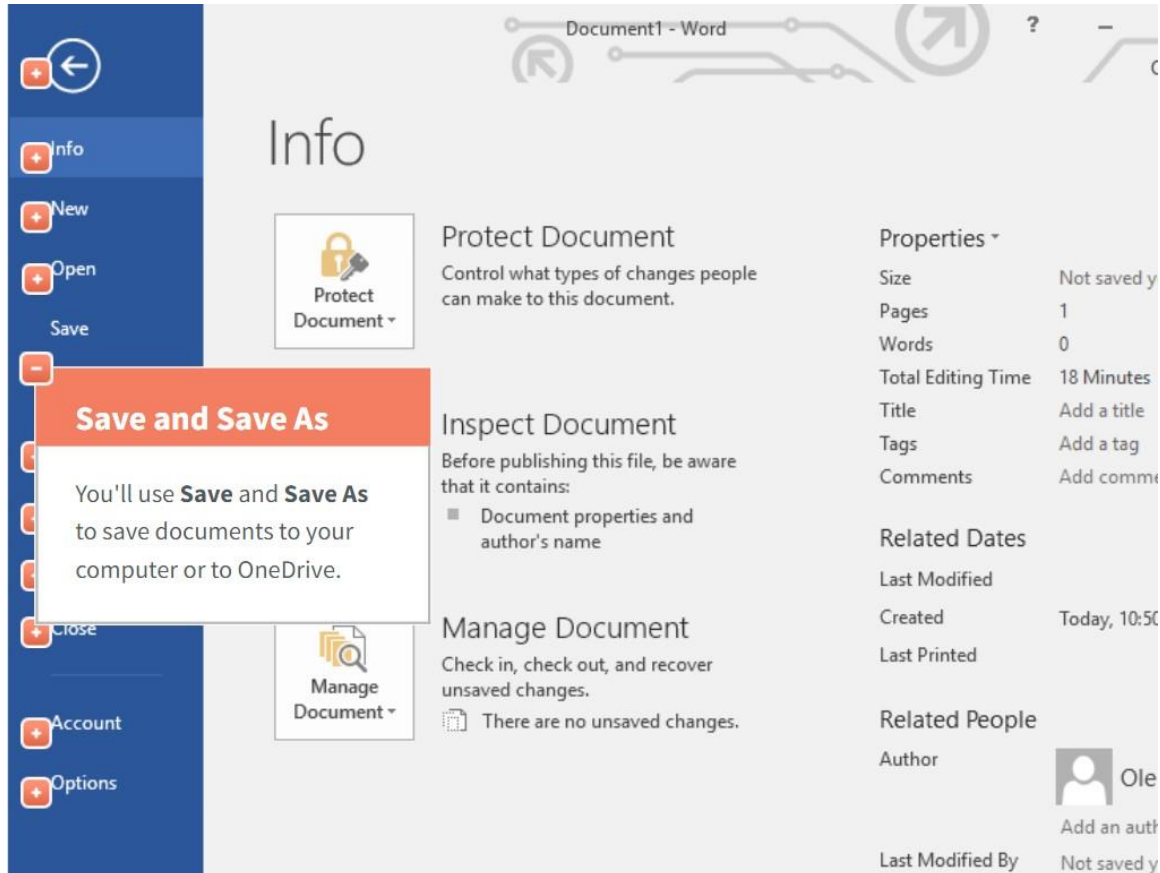
There are no unsaved changes.

Account
Options



Working with the Word environment





The screenshot shows the 'Info' pane in Microsoft Word. The left sidebar contains buttons for 'Info', 'New', 'Open', 'Save', 'Close', 'Account', and 'Options'. The main area is titled 'Info' and includes sections for 'Protect Document', 'Inspect Document', and 'Manage Document'. A callout box titled 'Save and Save As' is overlaid on the left, stating: 'You'll use **Save** and **Save As** to save documents to your computer or to OneDrive.'

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:
■ Document properties and author's name

Manage Document
Check in, check out, and recover unsaved changes.
■ There are no unsaved changes.

Properties

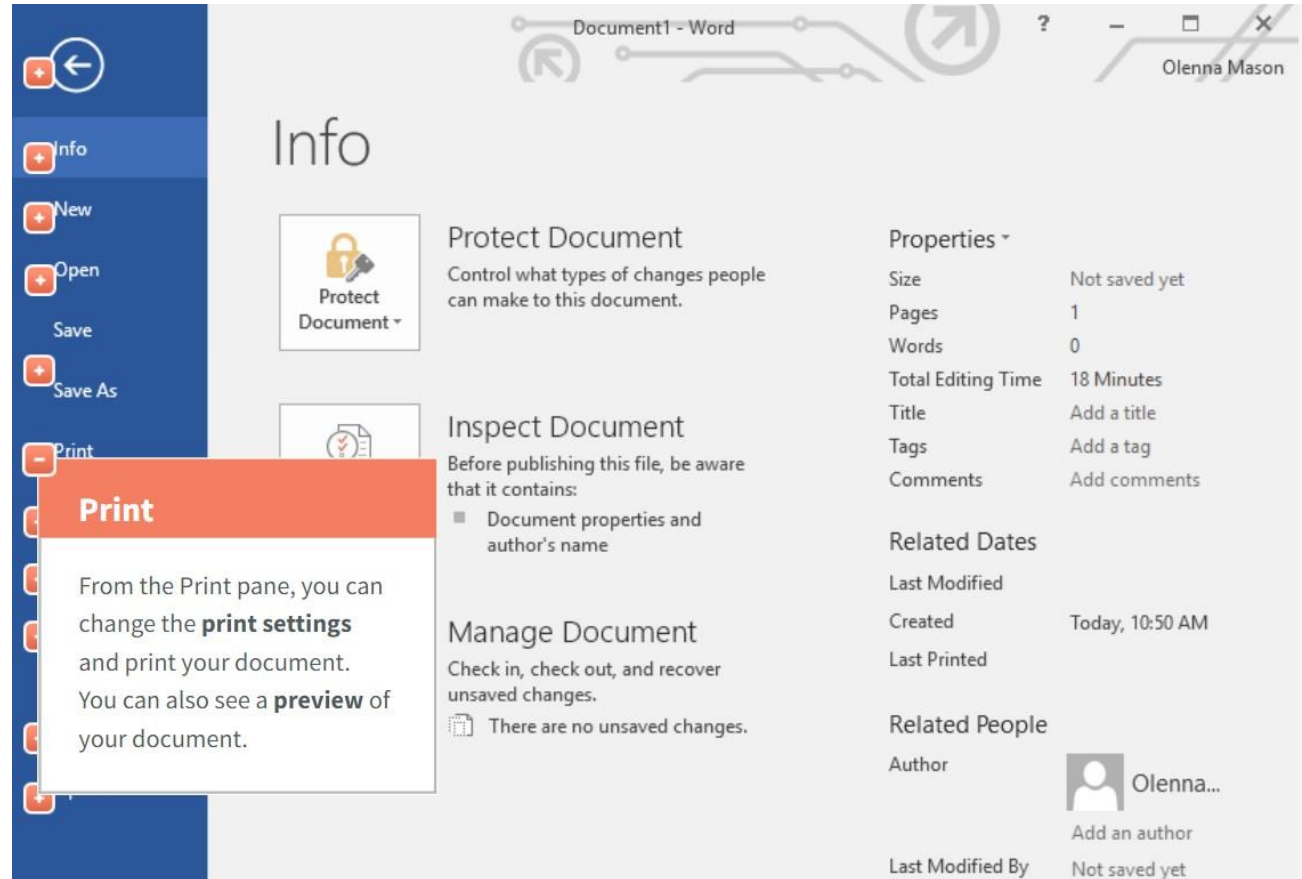
Size	Not saved yet
Pages	1
Words	0
Total Editing Time	18 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	
Created	Today, 10:50 AM
Last Printed	

Related People

Author	Ole...
Add an author	
Last Modified By	Not saved yet



The screenshot shows the 'Info' pane in Microsoft Word, similar to the previous one, but with a callout box titled 'Print' overlaid on the left. The callout states: 'From the Print pane, you can change the **print settings** and print your document. You can also see a **preview** of your document.'

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:
■ Document properties and author's name

Manage Document
Check in, check out, and recover unsaved changes.
■ There are no unsaved changes.

Properties

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	18 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	
Created	Today, 10:50 AM
Last Printed	

Related People

Author	Ole...
Add an author	
Last Modified By	Not saved yet



Working with the Word environment



The screenshot shows the Microsoft Word ribbon with the 'Info' tab selected. The 'Share' button in the left-hand navigation pane is highlighted in orange. A tooltip is displayed over the 'Share' button, stating: "From here, you can invite people to **view and collaborate** on your document."

The main area of the ribbon shows the 'Protect Document' section with a lock icon and the text: "Control what types of changes people can make to this document."

The 'Inspect Document' section shows a document icon and the text: "Before publishing this file, be aware that it contains:"

The 'Manage Document' section shows a document icon and the text: "Check in, check out, and recover unsaved changes. There are no unsaved changes."

The 'Properties' section shows the following information:

Property	Value
Size	Not saved yet
Pages	1
Words	0
Total Editing Time	18 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

The 'Related Dates' section shows the following information:

Property	Value
Last Modified	Today, 10:50 AM
Created	Today, 10:50 AM
Last Printed	

The 'Related People' section shows the following information:

Property	Value
Author	Olenna...
Last Modified By	Not saved yet

The screenshot shows the Microsoft Word ribbon with the 'Info' tab selected. The 'Export' button in the left-hand navigation pane is highlighted in orange. A tooltip is displayed over the 'Export' button, stating: "From here, you can export your document in another file format, such as **PDF/XPS**."

The main area of the ribbon shows the 'Protect Document' section with a lock icon and the text: "Control what types of changes people can make to this document."

The 'Inspect Document' section shows a document icon and the text: "Before publishing this file, be aware that it contains:"

The 'Manage Document' section shows a document icon and the text: "Check in, check out, and recover unsaved changes. There are no unsaved changes."

The 'Properties' section shows the following information:

Property	Value
Size	Not saved yet
Pages	1
Words	0
Total Editing Time	18 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

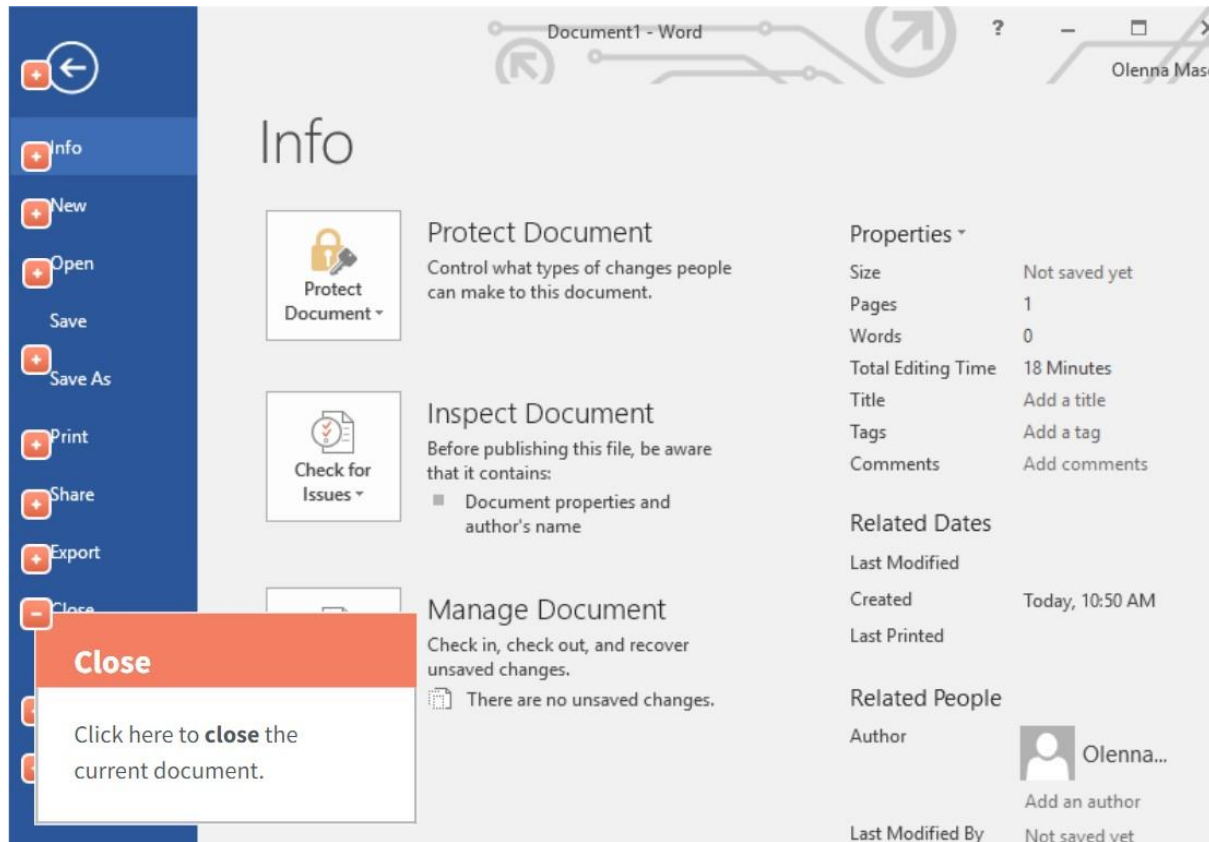
The 'Related Dates' section shows the following information:

Property	Value
Last Modified	Today, 10:50 AM
Created	Today, 10:50 AM
Last Printed	

The 'Related People' section shows the following information:

Property	Value
Author	Olenna...
Last Modified By	Not saved yet

Working with the Word environment



Document1 - Word

Olenna Masc...

Info

Protect Document
Control what types of changes people can make to this document.

Check for Issues
Before publishing this file, be aware that it contains:
■ Document properties and author's name

Manage Document
Check in, check out, and recover unsaved changes.
■ There are no unsaved changes.

Properties

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	18 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

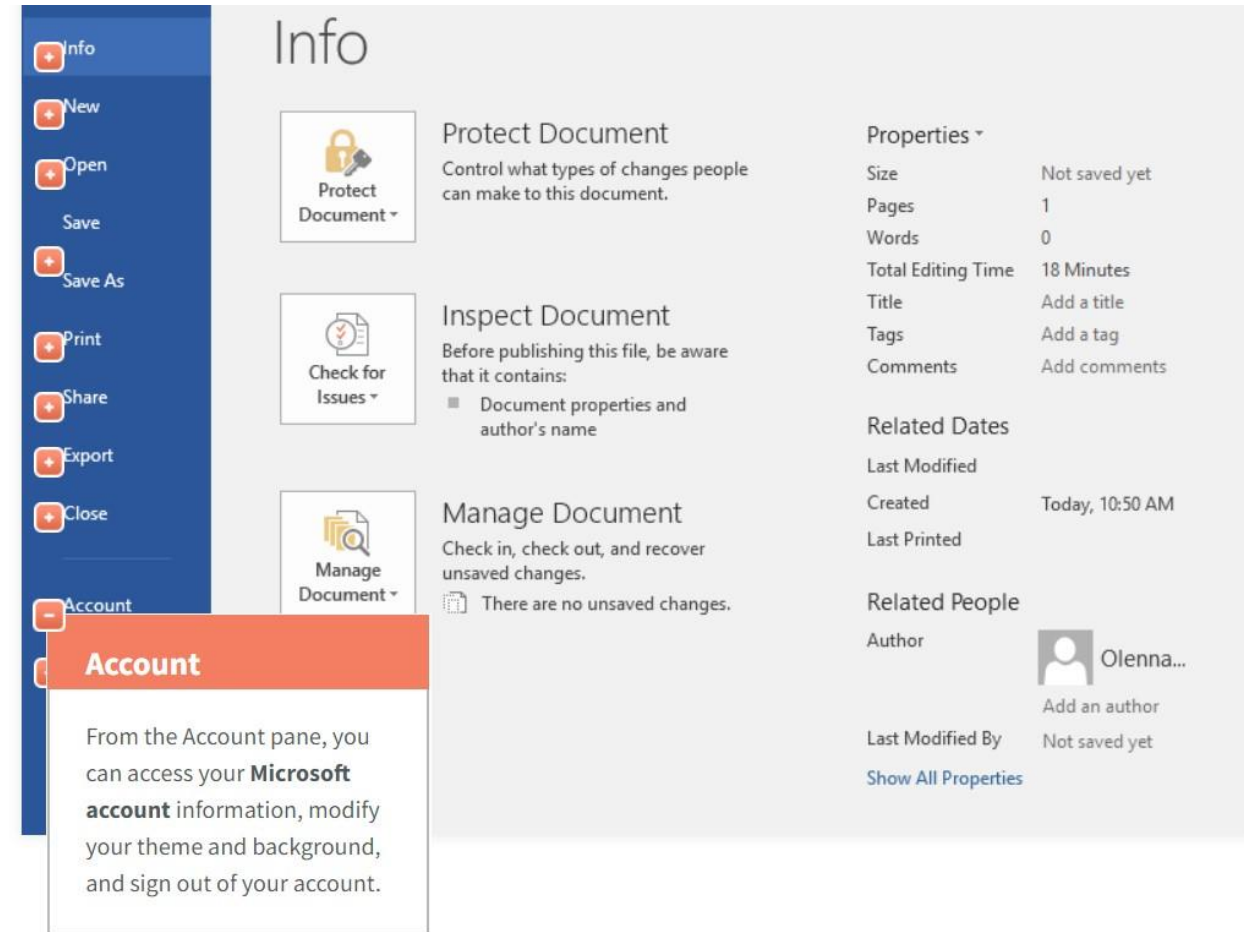
Related Dates

Last Modified	
Created	Today, 10:50 AM
Last Printed	

Related People

Author	Olenna...
Last Modified By	Not saved yet

Close
Click here to **close** the current document.



Info

Protect Document
Control what types of changes people can make to this document.

Check for Issues
Before publishing this file, be aware that it contains:
■ Document properties and author's name

Manage Document
Check in, check out, and recover unsaved changes.
■ There are no unsaved changes.

Properties

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	18 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	
Created	Today, 10:50 AM
Last Printed	

Related People

Author	Olenna...
Last Modified By	Not saved yet

Account
From the Account pane, you can access your **Microsoft account** information, modify your theme and background, and sign out of your account.



Working with the Word environment



The screenshot displays the 'File' tab in Microsoft Word, which is organized into several functional groups:

- Save and Share:** Includes buttons for Open, Save, Save As, Print, Share, Export, Close, Account, and Options.
- Protect Document:** Features a lock icon and the text: "Control what types of changes people can make to this document."
- Inspect Document:** Features a document with a checkmark icon and the text: "Before publishing this file, be aware that it contains: Document properties and author's name".
- Manage Document:** Features a document with a magnifying glass icon and the text: "Check in, check out, and recover unsaved changes. There are no unsaved changes."
- Properties:** A section on the right showing document statistics: Size (Not saved yet), Pages (1), Words (0), Total Editing Time (18 Minutes), Title (Add a title), Tags (Add a tag), and Comments (Add comments).
- Related Dates:** Shows Last Modified (Today, 10:50 AM) and Last Printed.
- Related People:** Shows the Author as "Olenna..." with an option to "Add an author".
- Options:** A pop-up box at the bottom left explains: "Here, you can change various Word **options**. For example, you can control the spelling and grammar check settings, AutoRecover settings, and language preferences."



Working with the Word environment



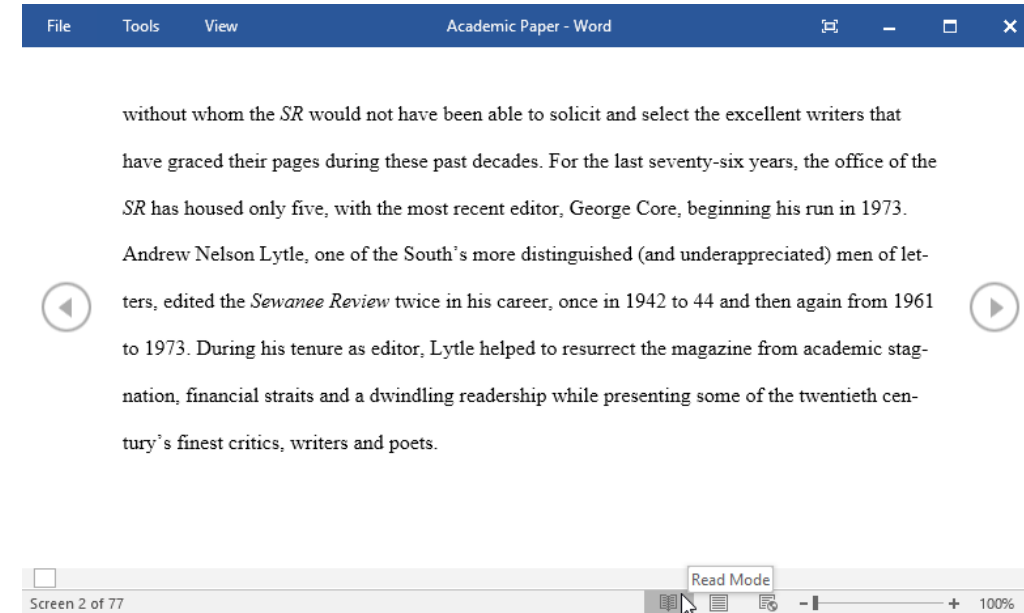
□ Document views and zooming

Word has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document. You can also **zoom in and out** to make your document easier to read.

▪ Switching document views

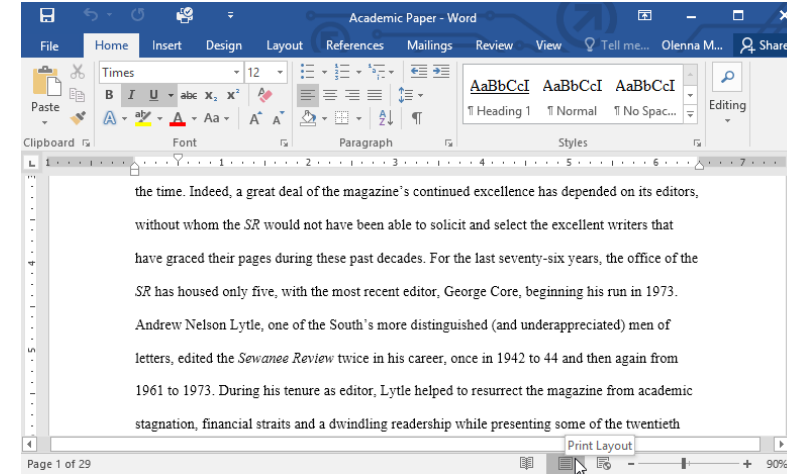
Switching between different document views is easy. Just locate and select the desired **document view command** in the bottom-right corner of the Word window.

- **Read Mode:** This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.

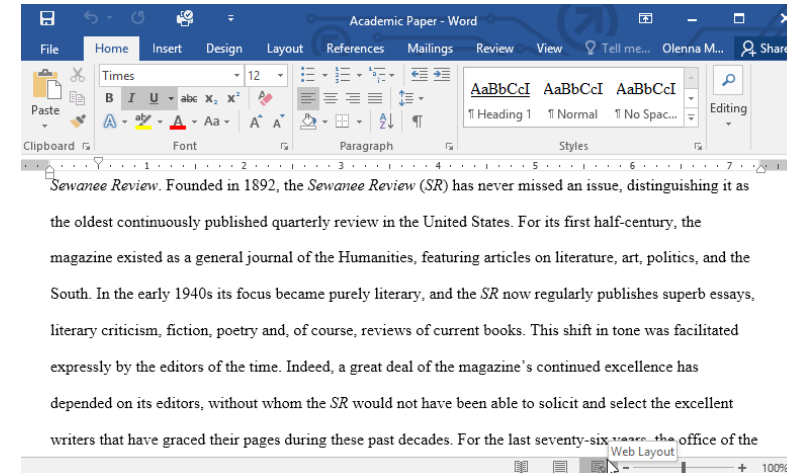


Working with the Word environment

- **Print Layout:** This is the default document view in Word. It shows what the document will look like on the printed page.



- **Web Layout:** This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.





Working with the Word environment



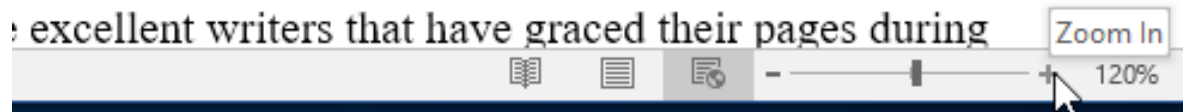
❑ Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+** or **- commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

rs of the time. Indeed, a great deal of the magazine's

ed on its editors, without whom the *SR* would not have

e excellent writers that have graced their pages during





Document Lifecycle: Creating, Editing, Opening, Saving, and Closing



❑ Creating a New Blank Document:

- Click the "File" tab and select "New"
- Choose "Blank Document" or select a **template** based on your needs

❑ Opening an Existing Document:

- Click the "File" tab and select "Open"
- Browse to the location of the document you want to open
- **Double-click** on the document file to open it



Document Lifecycle: Creating, Editing, Opening, Saving, and Closing



❑ **Saving Your Work: The most critical habit.**

First Save: **Ctrl+S** or **File > Save As**. Choosing a location, naming the file, and selecting a format (.docx, .pdf, etc).

❑ **Saving Changes to an Existing Document**

- Use "**Save**" to update changes to an already saved file.
- Use "**Save As**" to create a new version or save changes under a different name/location

❑ **Closing a Document:** A Word document can be closed in several ways:

by clicking the X in the upper-right corner, **using the keyboard shortcut Ctrl + W**, or **selecting File > Close from the menu.**”



Creation, Manipulation, and Professional Formatting



- ❑ **Text Creation:** Basic text entry, using the **Enter** key for new paragraphs and **Shift+Enter** for a line break.
- ❑ **The Art of Selection:**
 - Click and drag.
 - Double-click to select a word.
 - Triple-click to select a paragraph.
 - **Ctrl+A** to Select All.
- ❑ **Core Editing Commands :**
 - **Copy** (Ctrl+C): Duplicates the selected text.
 - **Cut** (Ctrl+X): Removes the selected text to be placed elsewhere.
 - **Paste** (Ctrl+V): Inserts the copied/cut text.
 - **Paste Special:** Options for pasting without formatting.



❑ Power Tools for Efficiency:

- **Find** (Ctrl+F): Locates specific text.
- **Find and Replace** (Ctrl+H): Allows you to search for a specific word or phrase in the document and replace it with another.

Example: Replacing “Zmcollege” with “ZMC” throughout the entire document.

- **Undo & Redo** (Ctrl+Z, Ctrl+Y): Your digital safety net.



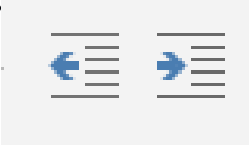



❑ Formatting: From Plain Text to Polished Document

A. Character/Text Formatting (Affects selected text):

- **Font Face:** Refers to the style or design of the text. Examples include Times New Roman, Calibri, Arial, and many others.
- **Font Size:** Indicates how large or small the text appears, and it is measured in points (pt).
- **Styles:** Used to add emphasis or change the appearance of text. Common styles include **Bold**, *Italic*, and Underline.
- **Highlighting and Font Color:** Used to emphasize important words or sections in a document by changing the text color or adding a background highlight.
- **Advanced Effects:** Include additional formatting options such as Subscript, Superscript, and various Text Effects (like shadow, glow, and outline) to enhance the appearance of text.

B. Paragraph Formatting (Affects entire paragraphs):

- **Alignment:** Controls how text is positioned horizontally on the page. The main alignment options are Left, Center, Right, and Justified. 
- **Line Spacing:** Determines the amount of vertical space between lines of text. Common options include Single, 1.5, and Double spacing. Proper line spacing is essential for readability and meeting academic formatting requirements. 
- **Indentation:** Changes the space between text and the margin.
 - First Line Indent: Only the first line moves inward.
 - Hanging Indent: All lines except the first move inward.
- **Bulleted and Numbered Lists:** Used to organize information clearly.
 - Bulleted List: For unordered items.
 - Numbered List: For items in a specific order.



End of Session Questions



1. Which of the following is NOT a popular word processor?
 - a) Google Docs
 - b) Microsoft Excel
 - c) Apple Pages
 - d) LibreOffice Writer
2. Which tab in the Ribbon contains the “Font” group?
 - a) Insert
 - b) Design
 - c) Home
 - d) Review



End of Session Questions



Short Answer / Explanation Questions

1. Explain the difference between “Save” and “Save As.”
2. What are the three default commands in the Quick Access Toolbar?

Scenario-Based / Application Questions

1. You’re writing a research paper and want to ensure all section headings look consistent. Which Word feature would you use, and why?
2. If you accidentally delete a paragraph, what is the quickest way to restore it?