



Al-Mustaqbal University

College of Engineering and Technology

**Department of Medical Instrumentation Techniques
Engineering**

Class: Second Class

Subject: Computer Applications/2

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Lecture Address: Microsoft Word Basics

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CONTENTS

- **Creating, Saving, and Opening Documents.**
- **Formatting Text and Paragraphs.**
- **Working with Styles and Themes.**





Creating, Saving, and Opening Documents

Microsoft Word is a word processing program that allows you to create, edit, and print documents. To create a new document in Microsoft Word, follow these steps:

1. Open Microsoft Word by double-clicking on the Microsoft Word icon on your computer.



Microsoft Office Word Icon

2. Click on the "File" tab in the top left corner of the screen.
3. Click on "New" to create a new document.
4. Choose a template or select "Blank Document" to create a new document from scratch.
5. Type in a name for your document and choose a location to save it.
6. Click on the "Save" button to save your document.

To save a document, follow these steps:

1. Click on the "File" tab in the top left corner of the screen.
2. Click on "Save As" to save your document with a new name or in a different location.
3. Choose a location to save your document and type in a name for it.
4. Click on the "Save" button to save your document.

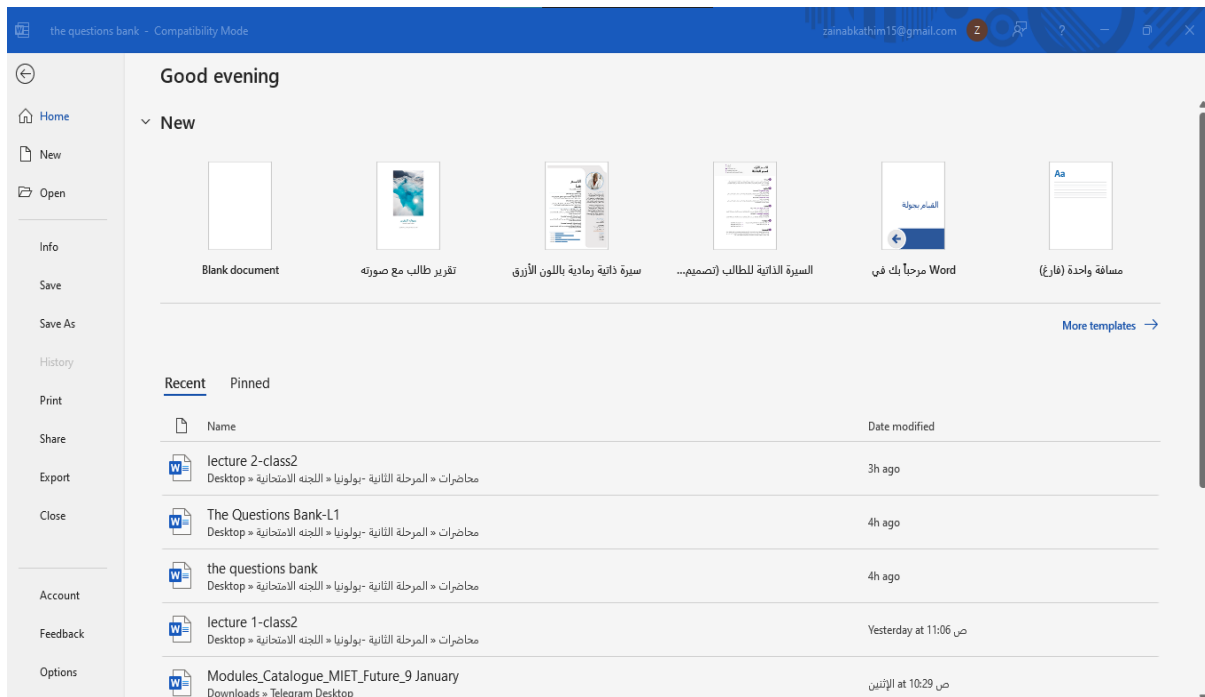
To open a document, follow these steps:

1. Click on the "File" tab in the top left corner of the screen.
2. Click on "Open" to open an existing document.

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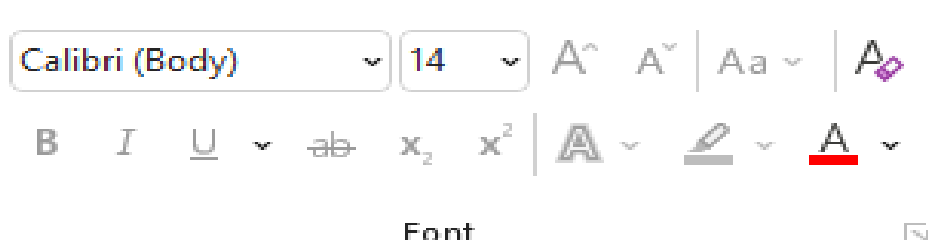
3. Choose a location to open your document from and select the document you want to open.
4. Click on the "Open" button to open your document.



Microsoft Office Word-file tab

Formatting Text and Paragraphs

Microsoft Word allows you to format text and paragraphs in a variety of ways. Here are some common formatting options:



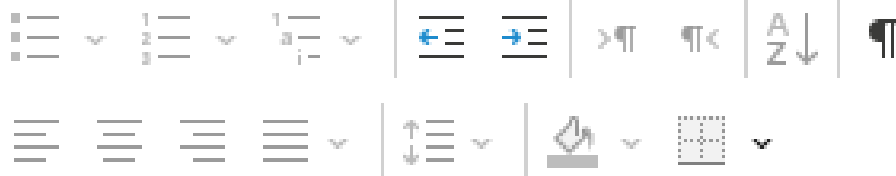
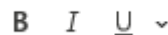
- **Font:** To change the font of your text, select the text you want to change and click on the "**Home**" tab in the top left corner of the screen. Then, click on the font dropdown menu and select a new font from the **Font part**.



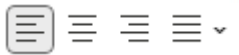
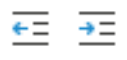
- **Font Size:** To change the font size of your text, select the text you want to change and click on the "**Home**" tab. Then, click on the **font size** dropdown menu and select a new font size from the **Font part**.



- **Bold, Italic, and Underline:** To make your text bold, italic, or underlined, select the text you want to change and click on the "**Home**" tab. Then, click on the **bold, italic, or underline** button from the **Font part**.



Paragraph

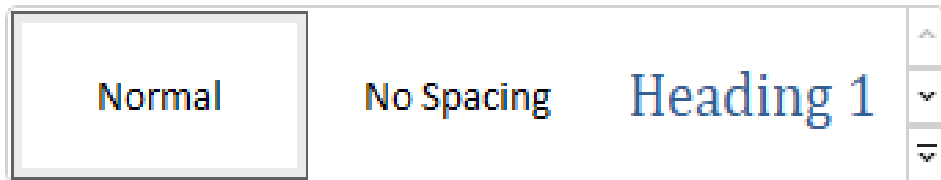
- **Alignment:** To change the alignment of your text, select the text you want to change and click on the "**Home**" tab. Then, click on the alignment tools which it's **align left, align right, or align center** from the **Paragraph part**.
- **Indentation:** To  change the indentation of your text, select the text you want to change and click on the "**Home**" tab. Then, click on the indentation (**decrease indent or increase indent** ).

Working with Styles and Themes

Microsoft Word allows you to use styles and themes to format your documents. Here's how to use them:



- **Styles:** To apply a style to your text, select the text you want to change and click on the "Home" tab. Then, click on the styles dropdown menu and select a style.



Styles

- **Themes:** To apply a theme to your document, click on the "Design" tab in the Menu Bar. Then, click on the themes dropdown menu and select a theme.

