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Lecture: (4)

INTRODUCTION TO MS- WORD I

Subject: Computer Skill I
Level: First
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USING MICROSOFT WORD

A word processor is a computer program used to create and print text documents that might otherwise be prepared on a typewriter. The key advantage of a word processor is its ability to make changes easily, such as correcting spelling, adding, and deleting, formatting and relocating text. Once created, the document can be printed quickly and accurately saved for later modifications. In fact, the document that you are reading now was created using only a small amount of the many features available in Microsoft Word!

Opening Microsoft Word:

Before you get started with Microsoft Word (commonly referred to as MS Word), you will need to locate and open it on the computer. It may be on your desktop.

From the computer desktop:

1. Double-click on the MS Word icon



Go to the Start Menu if the MS Word icon is not on the desktop:

1. Click - **Start - Programs - Microsoft Word***
 - Microsoft Word will be in a folder called "Microsoft Office" or something similar – this will make one more step between "Programs" and "Microsoft Word" in the diagram above.

MS Word will open a blank page called "Document 1."

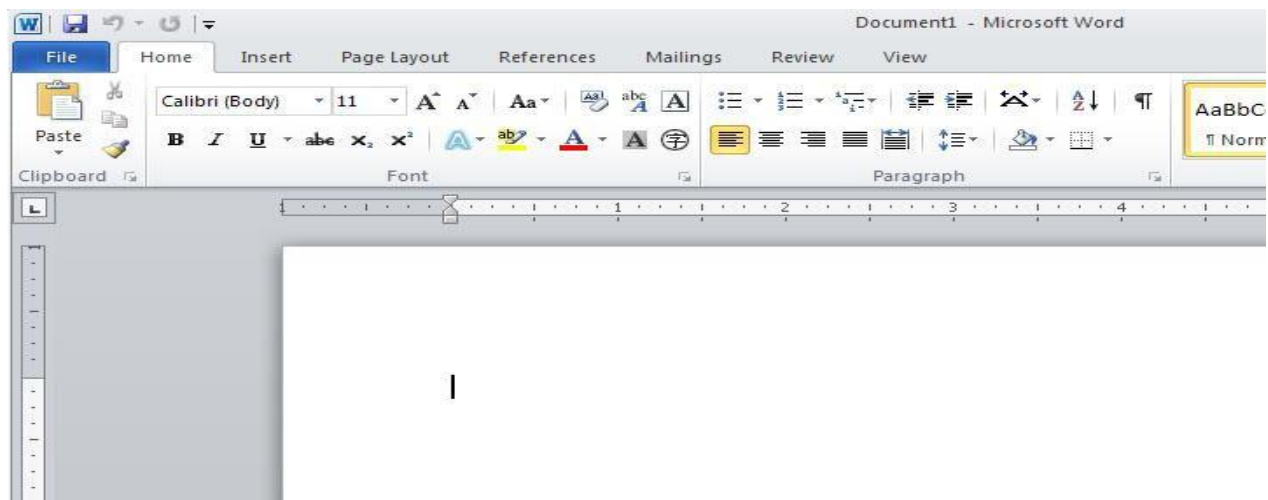
This is an image of the upper-left corner of MS Word.

This box features two important bits of information: which file you are

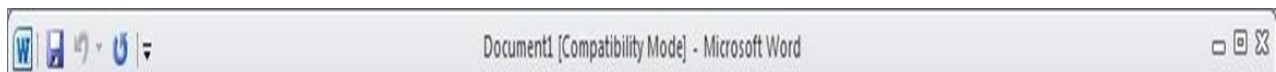


currently working on (in this case, "Document 1" since we have not yet renamed it) and which program you are using (in this case, "Microsoft Word.")

This box shows a blinking cursor, ready for your commands.



Title Bar:

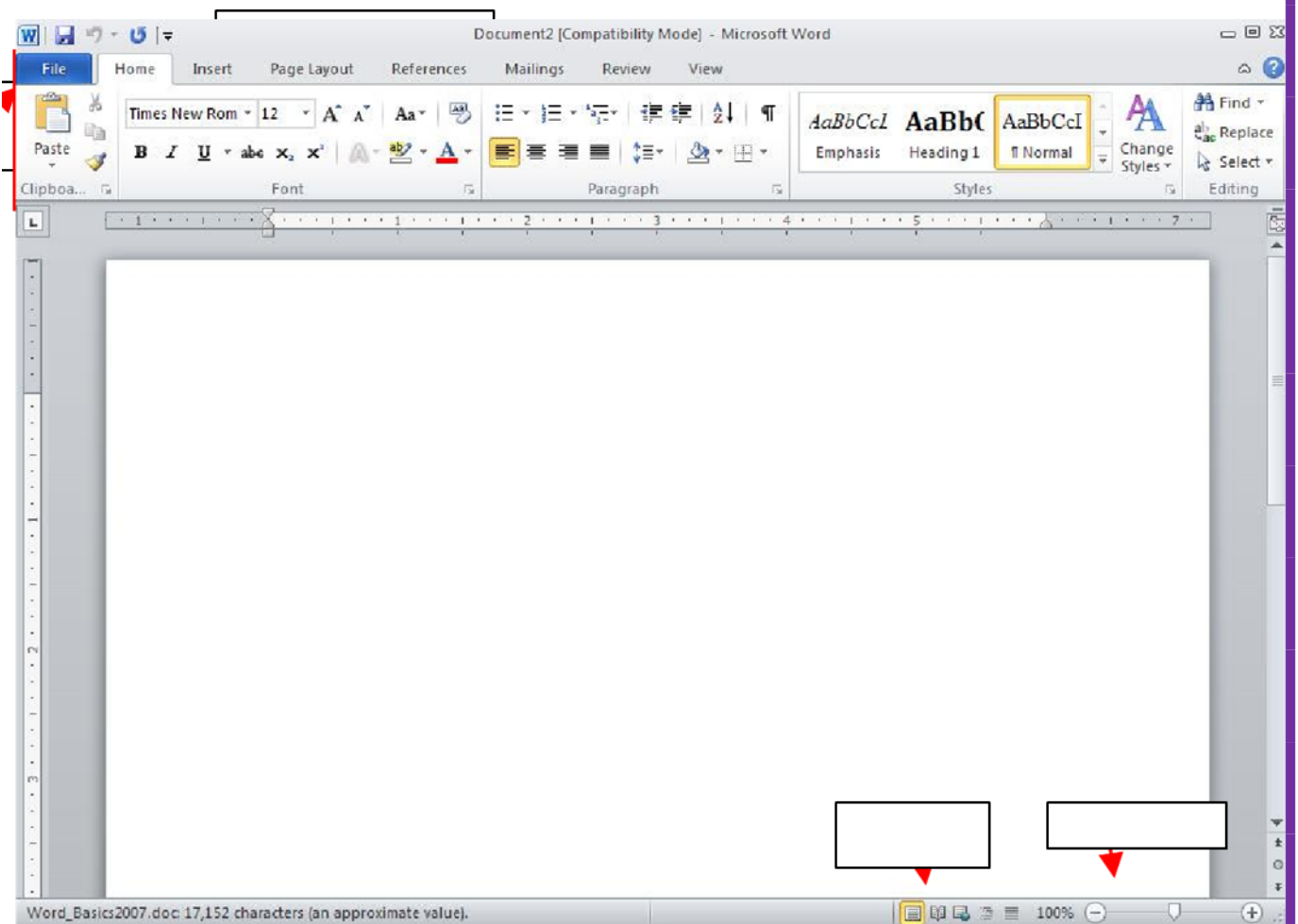


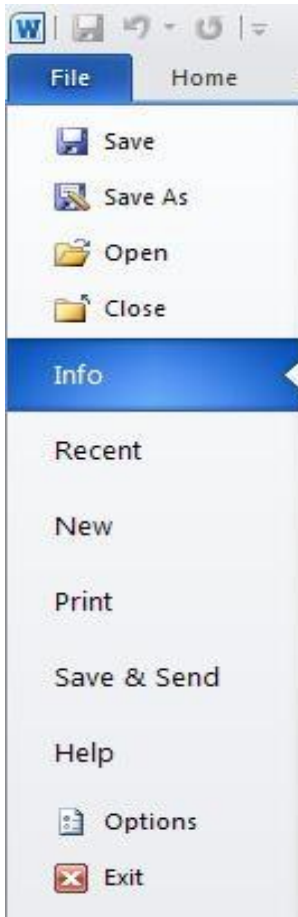
This is a close-up view of the Title Bar, where file information is located. Notice the three buttons on the right side, controlling program features.



The Ribbon Menu System:

The **tabbed Ribbon menu system** is how you navigate through Word and access the various Word commands. If you have used previous versions of Word, the Ribbon system replaces the traditional menus.





The File Menu:

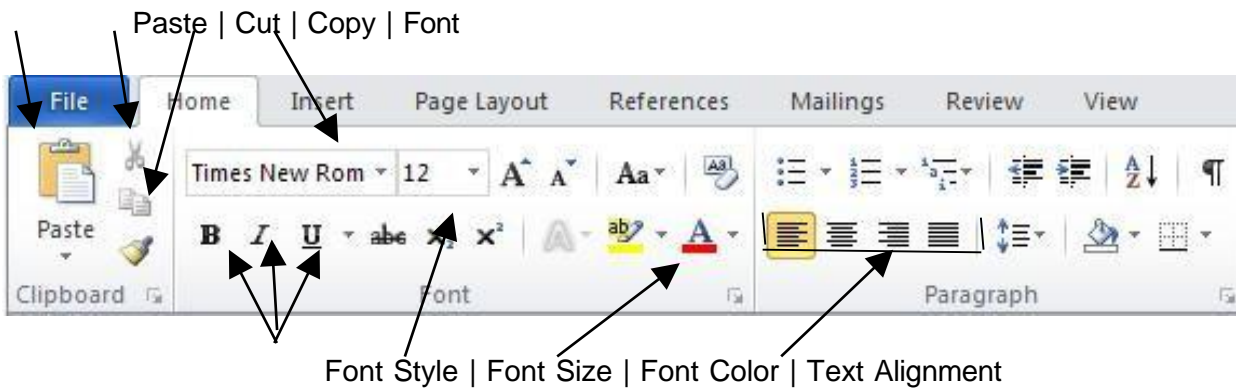
In Microsoft Office there was something called the Microsoft Office Button in the top left-hand corner. In Microsoft Office 2010, this has been replaced with a tab in the Ribbon labeled File, when you left-click on this tab a drop-down menu appears. From this menu you can perform the same functions as were found under the Microsoft Office Button menu, such as; create a new spreadsheet, open existing files, save files in a variety of ways, and print. Don't worry – your document isn't gone! Just click the left arrow at the top of get back to your document.

By default the **Quick Access Toolbar** is pinned at the left-side of the Title Bar, and includes commands such as Undo and Redo.



The Home Tab:

The most commonly used commands in MS Word are also the most accessible. Some of these commands available in the Home Tab are:



The Home Tab Toolbar offers options that can change the font, size, color, alignment, organization and style of the text in the document. For example, (starting from the left side of the Toolbar) the "Calibri" indicates the FONT of your text, the "11" indicates the SIZE of your text; and so on.

The Ruler:



The ruler is found below the Ribbon. The ruler tells you where you are on the page, along with the dimensions of the overall document. Just like a real-world piece of paper, the default setting is 8.5 x 11 inches, and margins have been incorporated for you. Similar to most options in MS Word, this is entirely customizable and the user can create document of any dimension.



The Keyboard:



In order to use MS Word effectively, you must input commands using both the mouse and the keyboard. The above image of a keyboard may closely resemble (if it is not identical to) the keyboard in front of you; learning just a few certain keys will help to improve your efficiency in typing as well as present you with more options within the program. The following is a list of commonly used keys that have special functions in MS Word (key functions can change depending on which program you are using):

1. **Backspace:** This key deletes backwards as you type.
2. **Delete:** This key deletes forwards as you type.
3. **Shift:** This key, when pressed **WITH** another key, will perform a secondary function.
4. **Spacebar:** This key enters a space between words as you type.
5. **Tab:** This key will force the cursor to indent, or jump forward 10 spaces.
6. **Caps Lock:** This key will present the capitalized version of each letter key.
7. **Control (Ctrl):** This key, when pressed **WITH** another key, performs as shortcut.
8. **Enter:** This key executes a command (pressed in MS Word, it begins a new line.)



9. **Number keypad:** This is a redundant keypad existing only for user preference.
10. **Arrow keys:** Like the mouse, these keys are used to navigate through the document.