Computer Sciences IV

Second stage

Lecture 2

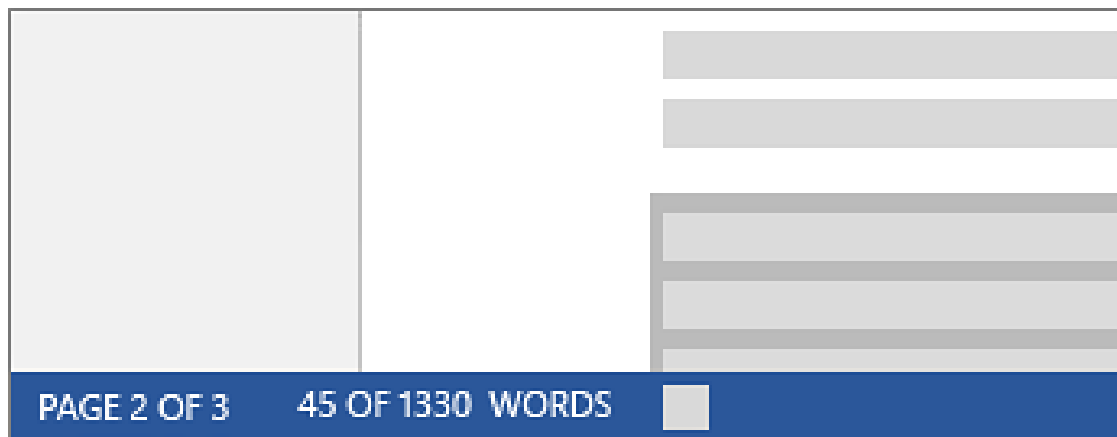## Introduction to Microsoft office word Part 2

By

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Show word count

Word counts the number of words in a document while you type. Word also counts pages, paragraphs, lines, and characters.
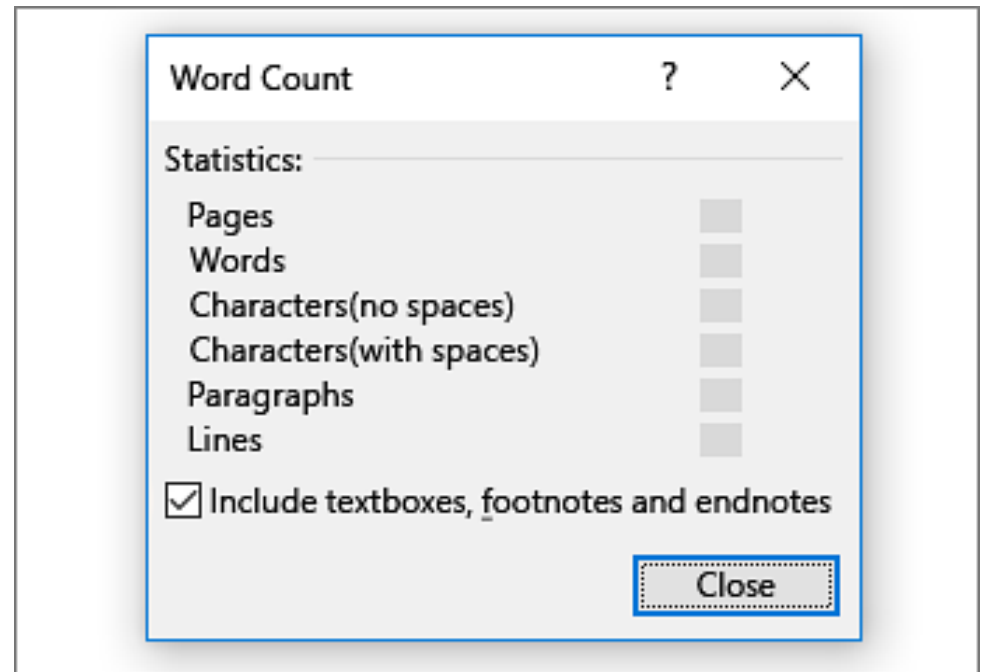
When you need to know how many words, pages, characters, paragraphs, or lines are in a document, check the status bar.

PAGE 2 OF 3   45 OF 1330 WORDS

Show word count

For a partial word count, select the words you want to count. The status bar shows the word count for that selection and for the entire document.

Find the number of characters, paragraphs, and lines by clicking on the word count in the status bar.

Word Count	?	×

Statistics:

Pages	
Words	
Characters(no spaces)	
Characters(with spaces)	
Paragraphs	
Lines	

☑ Include textboxes, footnotes and endnotes

Close

Insert hyperlinks

1.Copy the address from your browser's address bar.
2.Go to your document in Word.
3.Paste the address and press Enter. Word will turn it into hyperlink text.

Later, if you want to change the link, right-click it and choose **Edit Hyperlink**. Or **Remove Hyperlink**.
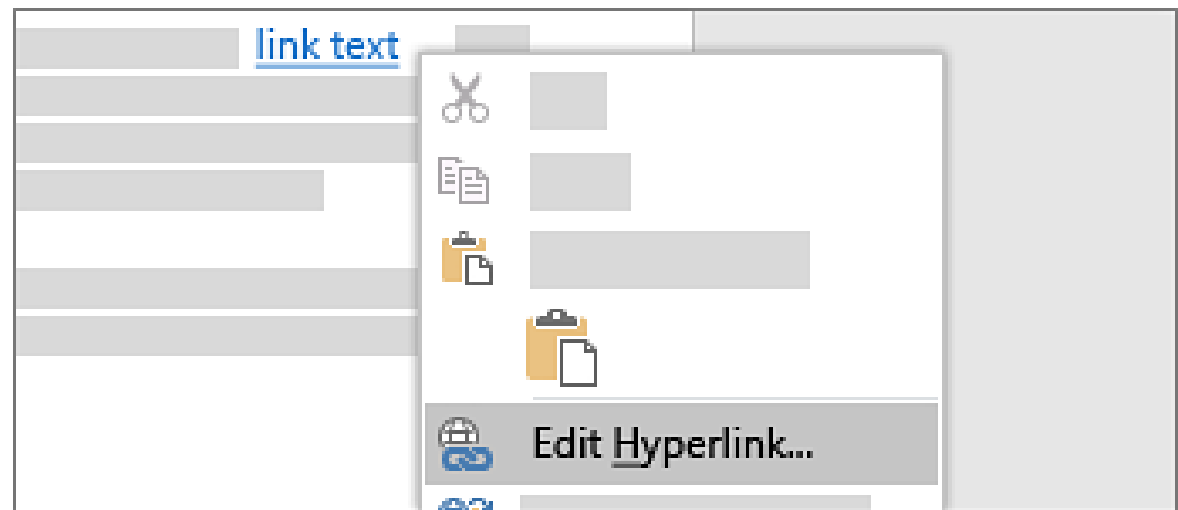
Create newsletter columns

1.To lay out the whole document in columns, select **Layout** > **Columns**.
2.Choose the option you want, or choose **More Columns** to set your own column format.
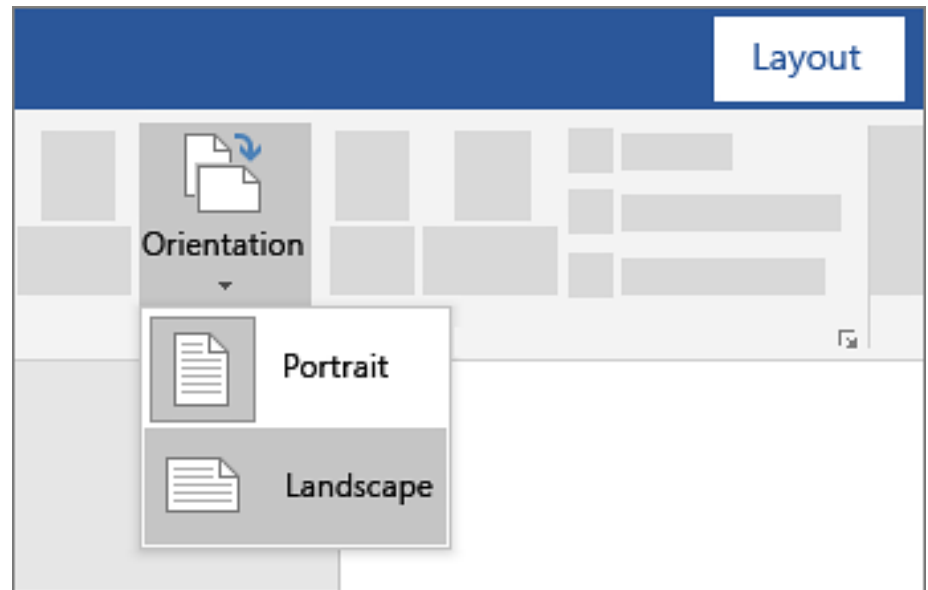
Make part of your document into columns
1.Select the paragraphs you want to lay out in columns.
2.Select **Layout** > **Columns**, and then choose the options you want.
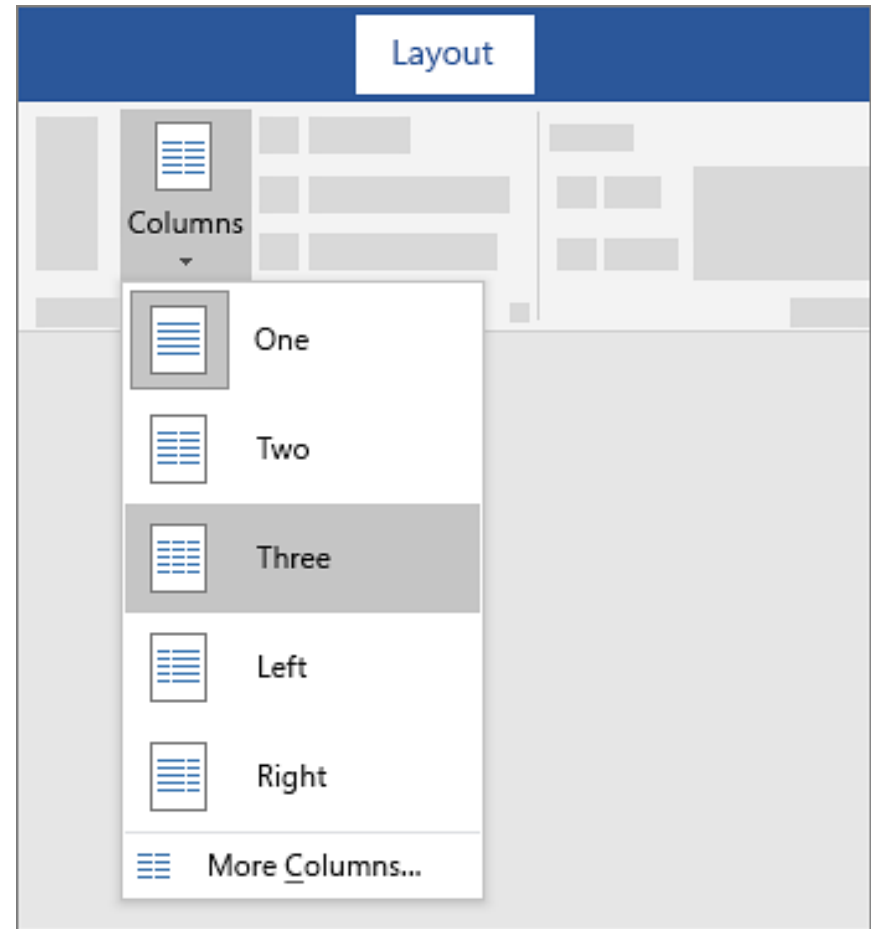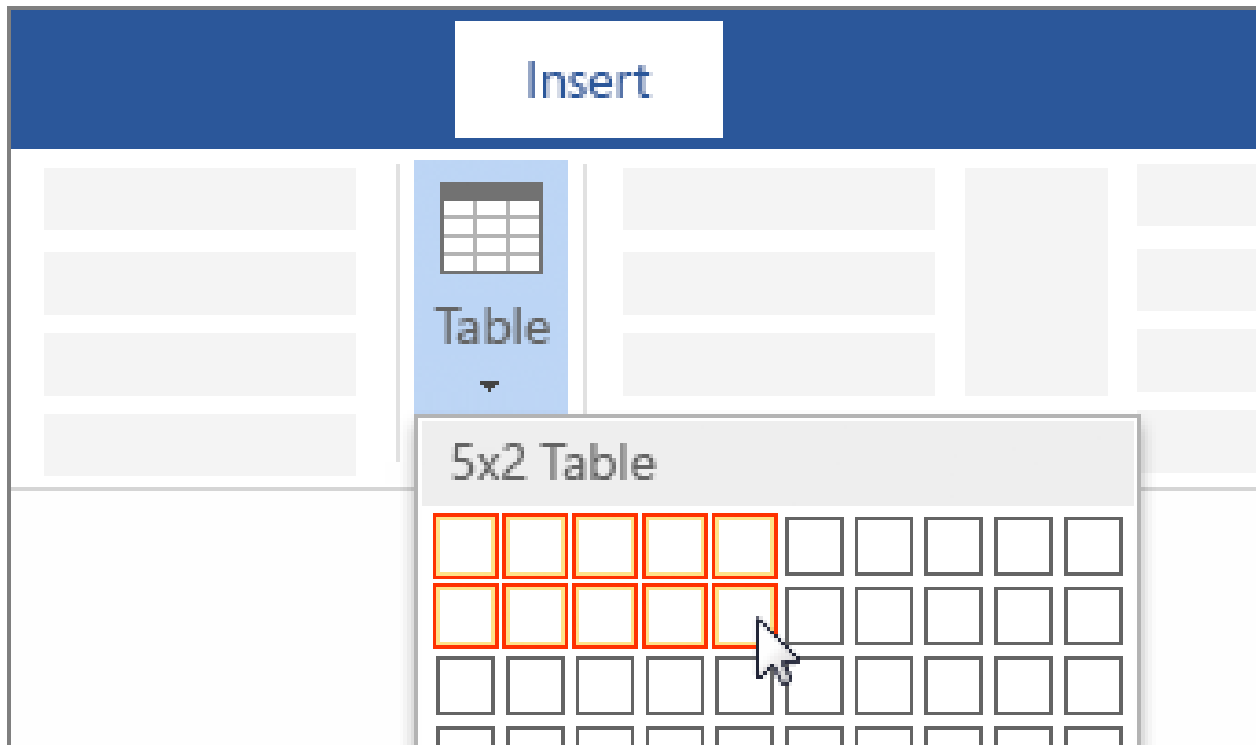
Change page orientation to landscape or portrait

Change orientation of whole document
1.To change the orientation of the whole document, select **Layout** > **Orientation**.
2.Choose **Portrait** or **Landscape**.

Insert a table

For a basic table, click **Insert** > **Table** and move the cursor over the grid until you highlight the number of columns and rows you want.
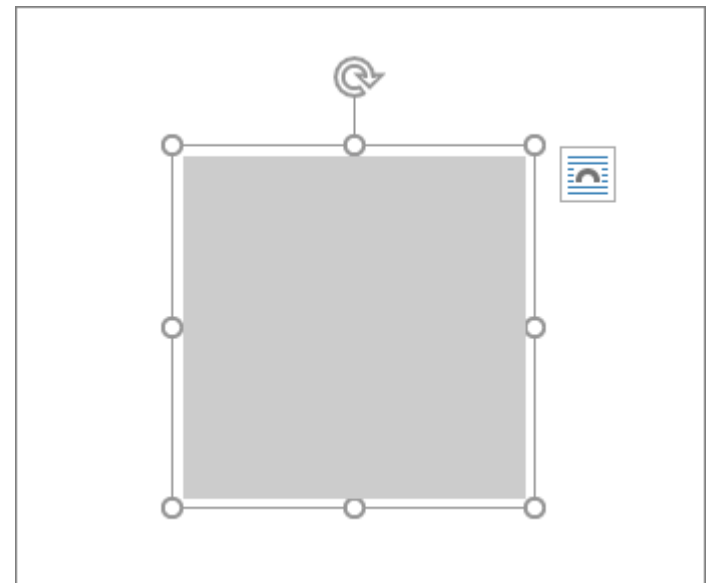
Insert pictures

1.Do one of the following:
1. Select **Insert** > **Pictures** > **This Device** for a picture on your PC.
2. Select **Insert** > **Pictures** > **Stock Images** for high quality images or backgrounds.
3. Select **Insert** > **Pictures** > **Online Pictures** for a picture on the web.
2.Select the picture you want, and then select **Insert**.

Resize or move pictures
•To resize a picture, select the picture and drag a corner handle.
•To wrap text around a picture, select the picture, and then select a wrapping option.

Insert a watermark

1.On the **Design** tab, select **Watermark**.

2.Choose a pre-configured watermark, like DRAFT, CONFIDENTIAL, or DO NOT COPY.

3.For placing a logo or image, Select **Watermark** > **Custom Watermark** > **Picture watermark** > **Select Picture**. On the same menu you can create a custom text watermark.
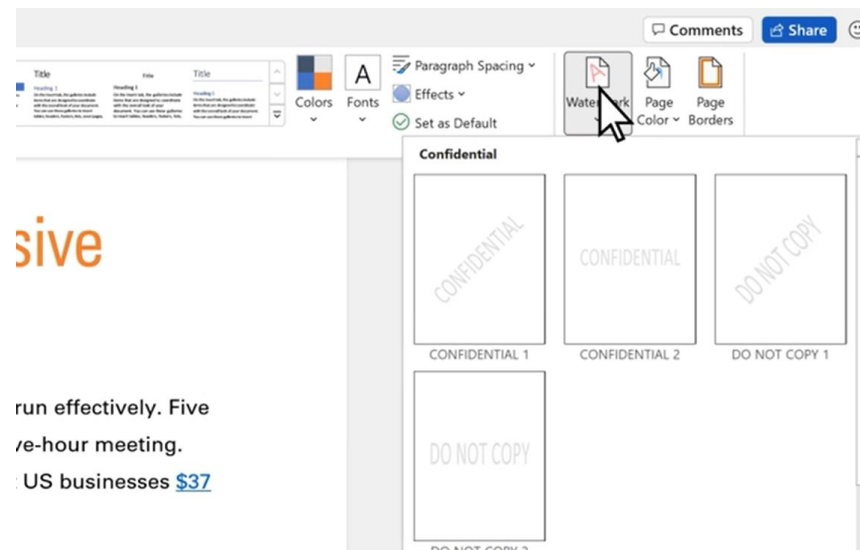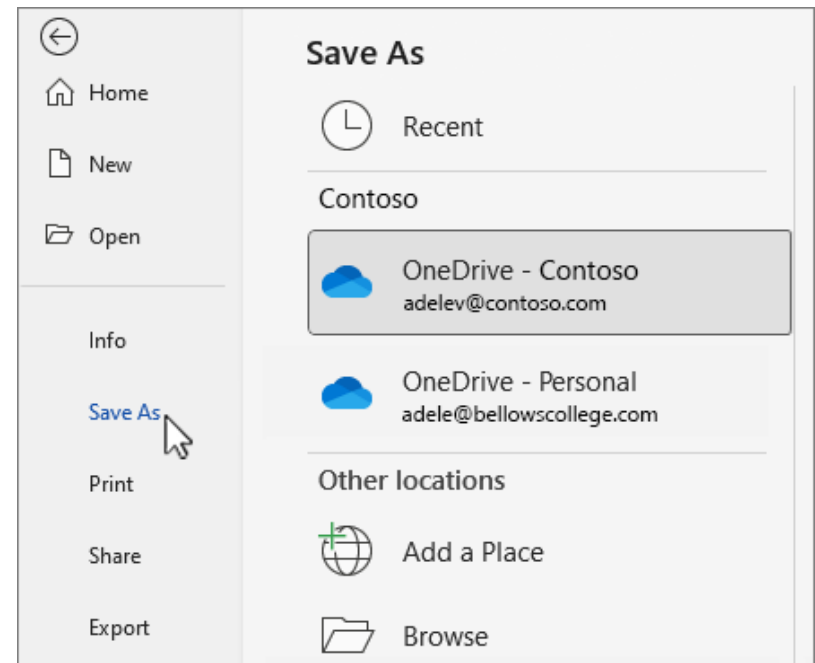
Save a document

Save your document to any location, like your desktop.

1.On the **File** tab, select **Save As** or **Save a Copy**.

2.Select **Browse**, and navigate to any location including the Desktop

3.Enter a name, and select 🖫 Save.

Print your document

1.Select **File** > **Print**. On the right, you'll see a preview of your document. On the left, you'll see the **Print** button and the configurable **Settings**.

2.To see each page, click the arrow at the bottom of the preview, and if the text is too small, use the zoom slider to adjust it.
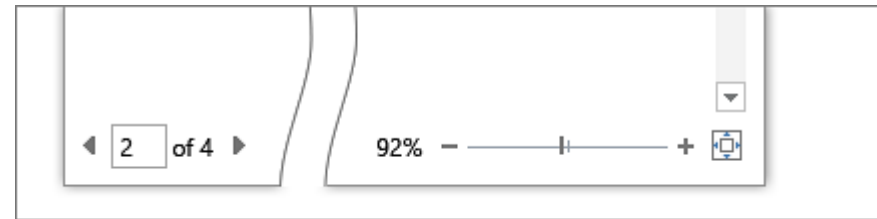
3.Choose the number of copies you want, and choose the printer to use.

4.Explore **Settings** to print on both sides of the paper, change the paper orientation, and other configurations. These functions will differ according to the capabilities of your printer.

5. When you're ready, select **Print**.
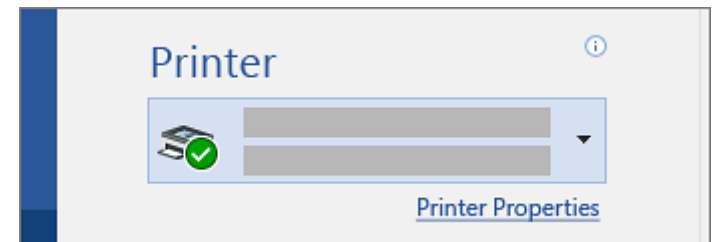
Keyboard shortcuts

Keyboard shortcuts let you quickly perform tasks in one step, without reaching for the mouse or finding a command on the ribbon.

Find	Ctrl+F
Undo	Ctrl+Z
Redo	Ctrl+Y
Select all	Ctrl+A
Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U
Save	Ctrl+S
Copy	Ctrl+C
Cut	Ctrl+X,
Paste	Ctrl+V
Print	Ctrl+P