جامعة المستقبل
كلية التقنيات الصحية والطبية
قسم تقنيات البصريات

Principles of computers

First stage

Lecture

Microsoft Word

By

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2024-2025

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Microsoft Word:

Is a word processing application that allows you to create a variety of documents, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the Ribbon, Quick Access Toolbar, and Backstage view.

The Word 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. From the Start Screen, locate and select Blank document to access the Word interface.

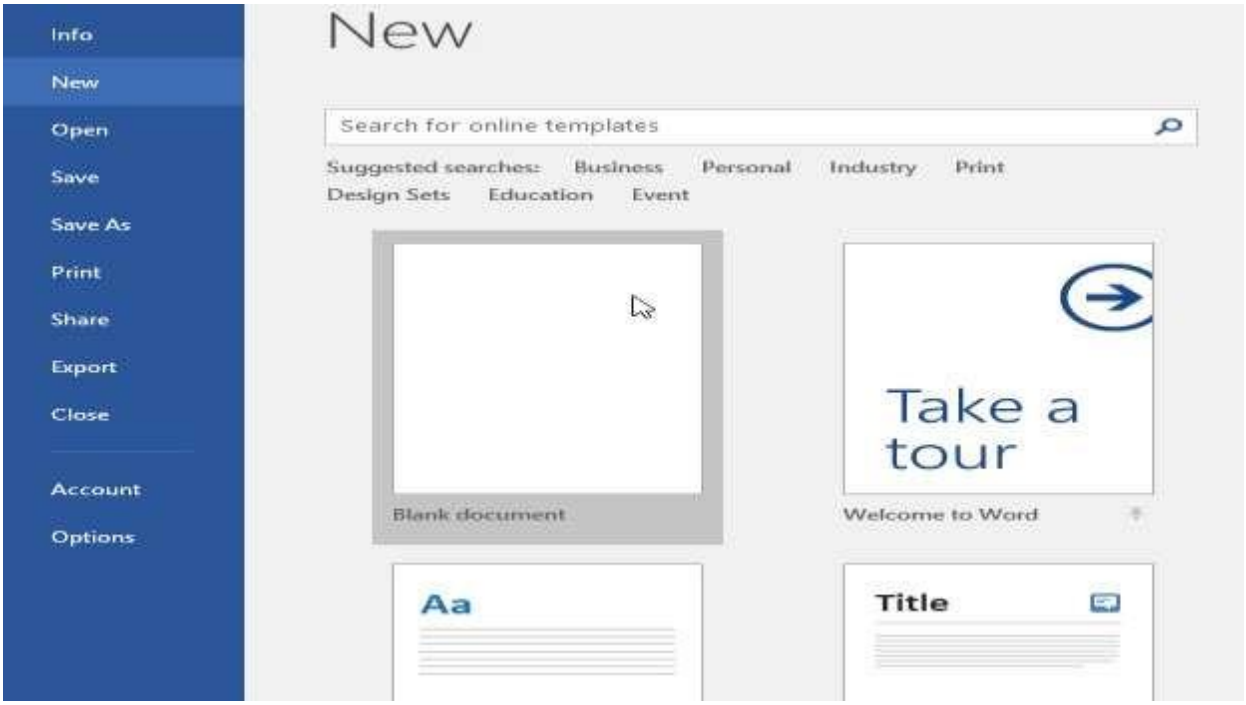

Figure 1 : create new blank

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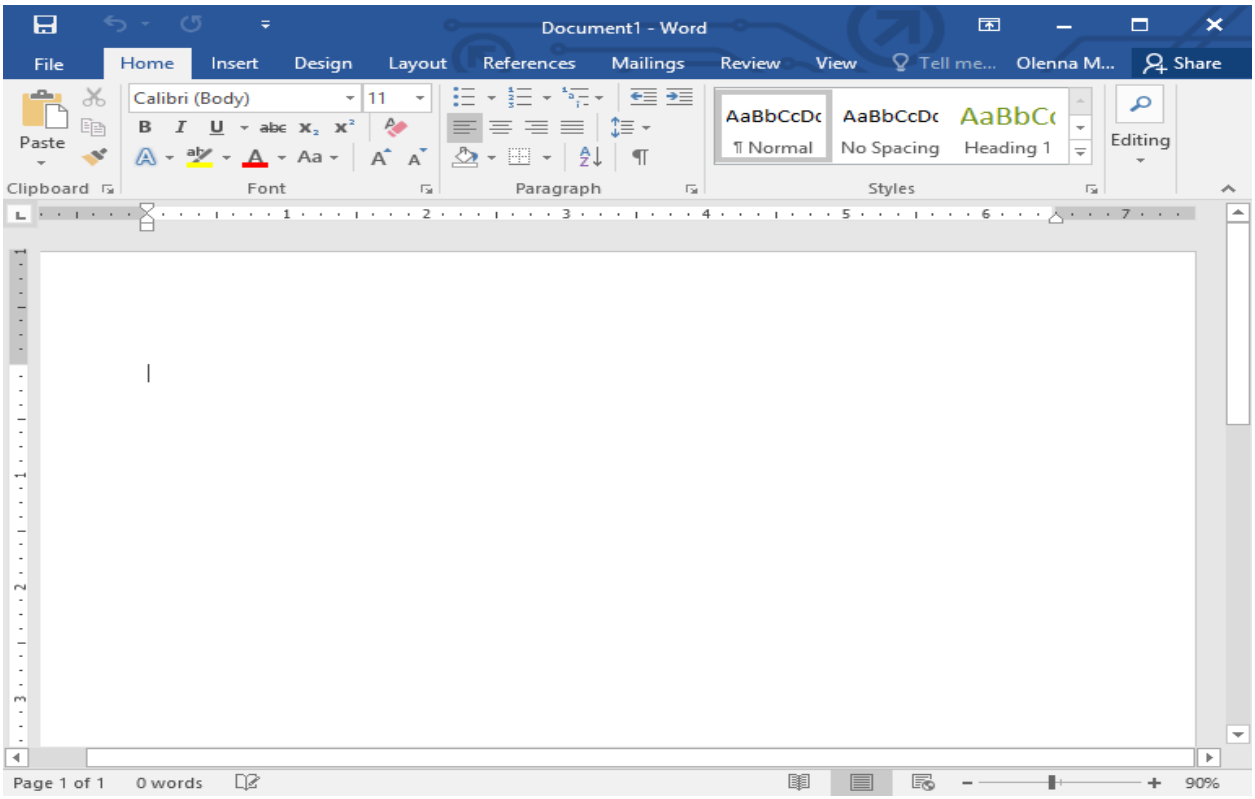

Figure 2 : start interface background

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.

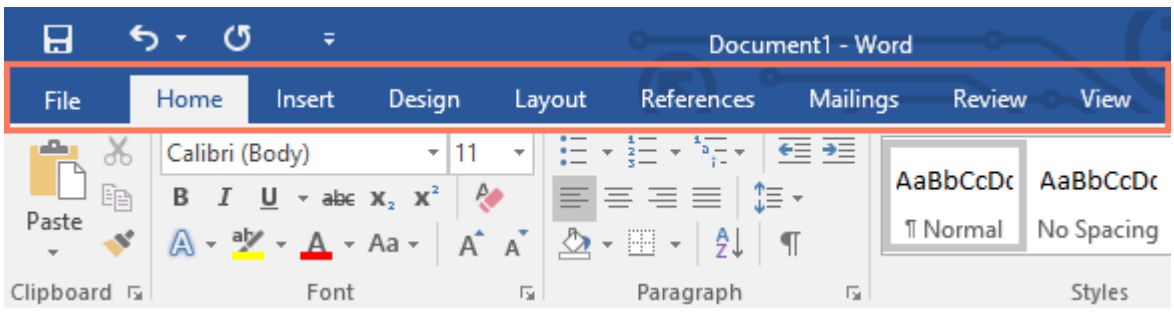

Figure 3 : start ribbon tabs

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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.

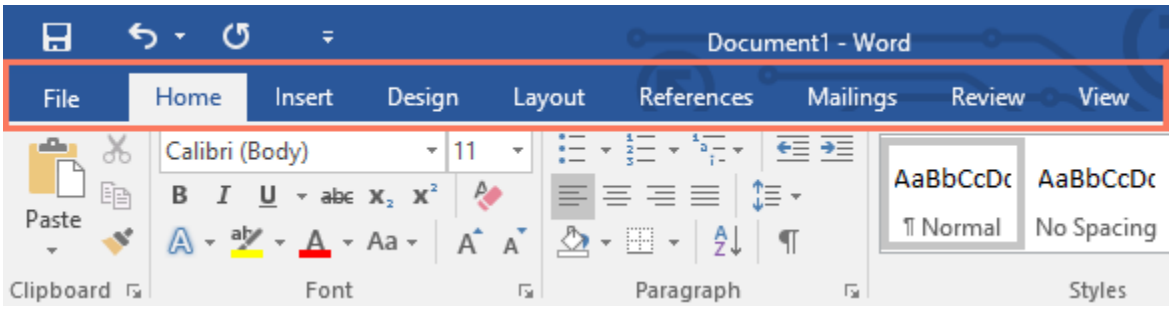

Figure 4 : start ribbon group

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

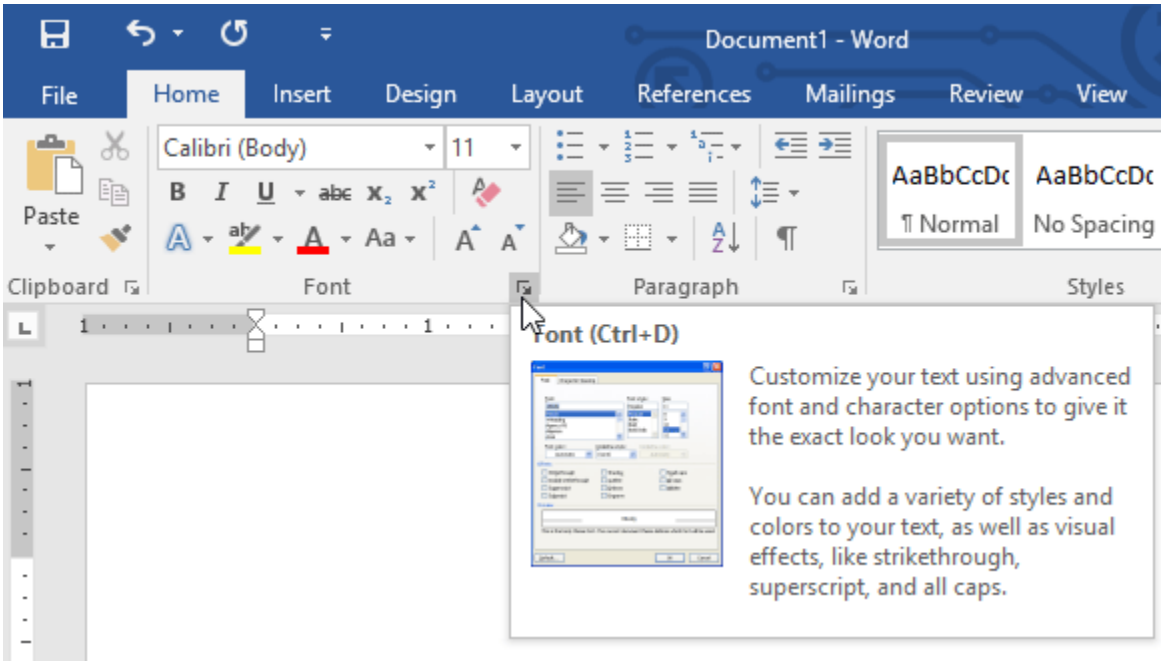

Figure 5 : start ribbon arrow

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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:

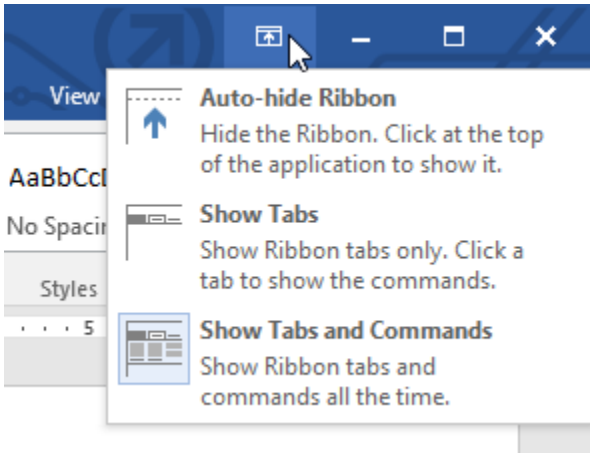

Figure 6 : start ribbon minimize

1. 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.
2. 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.
3. 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.

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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.

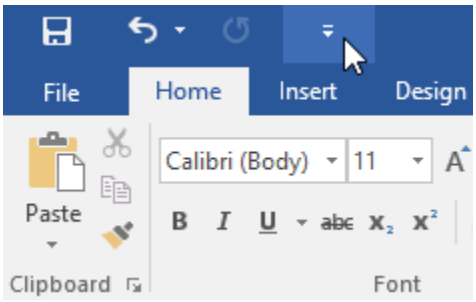

Figure 7 : start quick access

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.

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OneDrive :

is Microsoft's online storage space that you can use to save, edit, and share your documents and other files. You can access OneDrive from your computer, smartphone, or any of the devices you use.

To get started with OneDrive, all you need to do is set up a free Microsoft account, if you don't already have one,

once you have a Microsoft account, you'll be able to sign in to Office. Just click Sign in in the upper-right corner of the Word window.

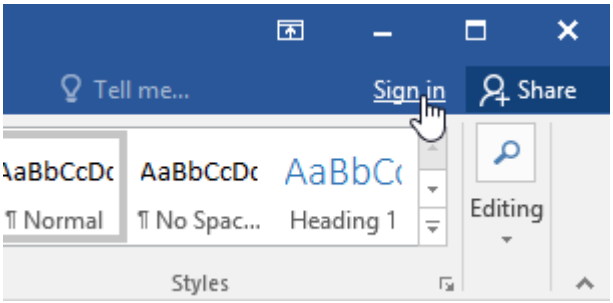

Figure 8 : onedrive signin

Benefits of using OneDrive :

Once you're signed in to your Microsoft account, there are a few of the things you'll be able to do with OneDrive:

1. Access your files anywhere: When you save your files to OneDrive, you'll be able to access them from any computer, tablet, or smartphone that has an Internet connection. You'll also be able to create new documents from OneDrive.

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2. Back up your files: Saving files to OneDrive gives them an extra layer of protection. Even if something happens to your computer, OneDrive will keep your files safe and accessible.
3. Share files: It's easy to share your OneDrive files with friends and coworkers. You can choose whether they can edit or simply read files. This option is great for collaboration because multiple people can edit a document at the same time (also known as co- authoring).

Saving and opening files :

When you're signed in to your Microsoft account, OneDrive will appear as an option whenever you save or open a file. You still have the option of saving files to your computer. However, saving files to your OneDrive allows you to access them from any other computer, and it also allows you to share files with friends and coworkers.

For example, when you click Save As, you can select either OneDrive or This PC as the save location.

To open an existing document:

Navigate to Backstage view, then click Open, then Select This PC, then click Browse. You can also choose OneDrive to open files stored on your OneDrive, The Open dialog box will appear. Locate and select your document, then click Open.

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To create a word document:

Word files are called documents. Whenever you start a new project in Word, you'll need to create a new document, which can either be blank or from a template.

To create a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

Select the File tab to access Backstage view, then Select New, then click Blank document.

To create a new document from a template:

Select the File tab to access Backstage view, then select templates will appear below the Blank document option. use the search bar to find something more

Compatibility Mode:

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, like Word 2010 or Word 2007.
When you open these types of documents, they will appear in Compatibility Mode.

Compatibility Mode disables certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

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In the image below, you can see how Compatibility Mode can affect which commands are available. Because the document on the left is in Compatibility Mode, it only shows commands that were available in Word 2007.

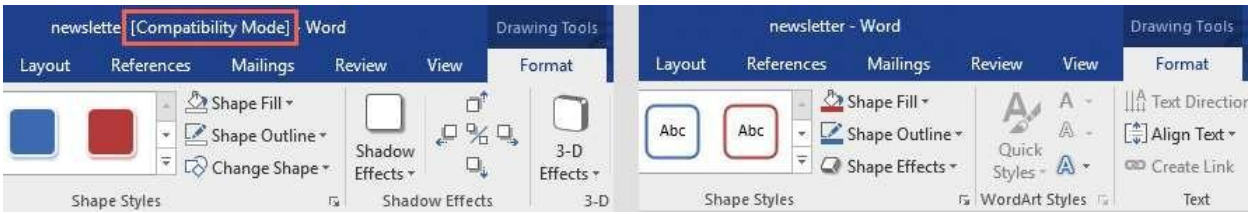

Figure 9 : Compatibility Mode

To exit Compatibility Mode, you'll need to convert the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility Mode so the format will not change.

To convert a document:

If you want access to the newer features, you can convert the document to the current file format.

Click the File tab to access Backstage view, then locate and select the Convert command.

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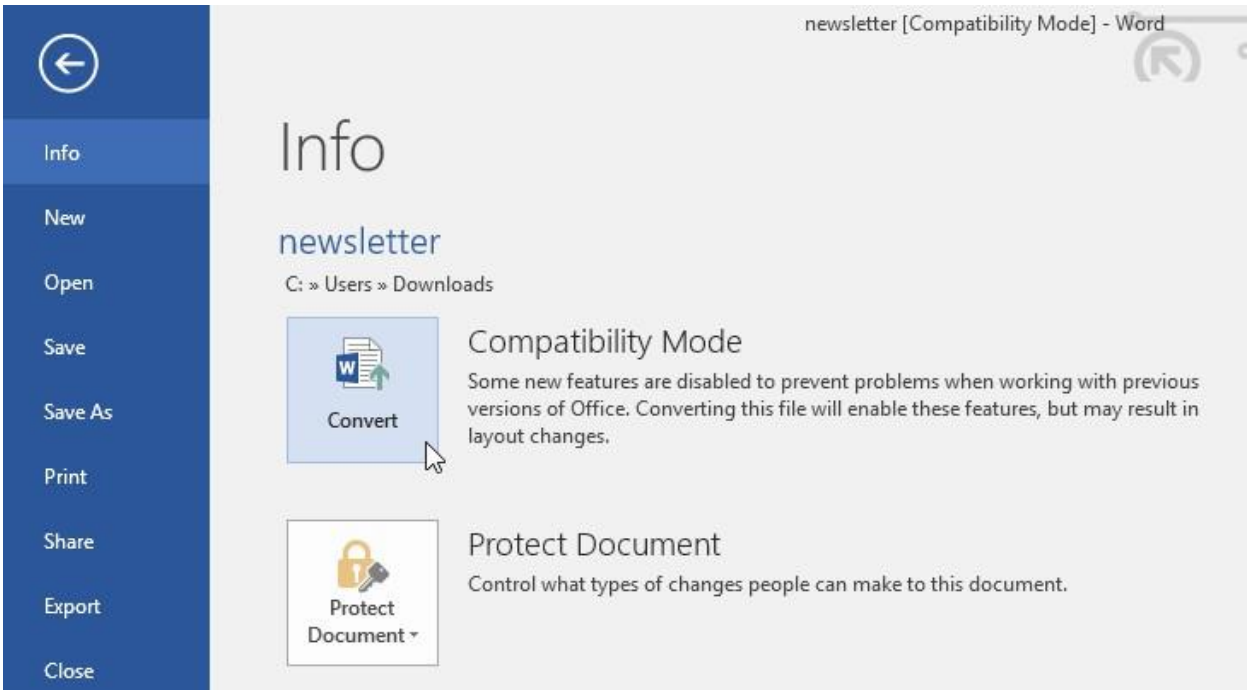

Figure 10 : convert commend

A dialog box will appear. Click OK to confirm the file upgrade.

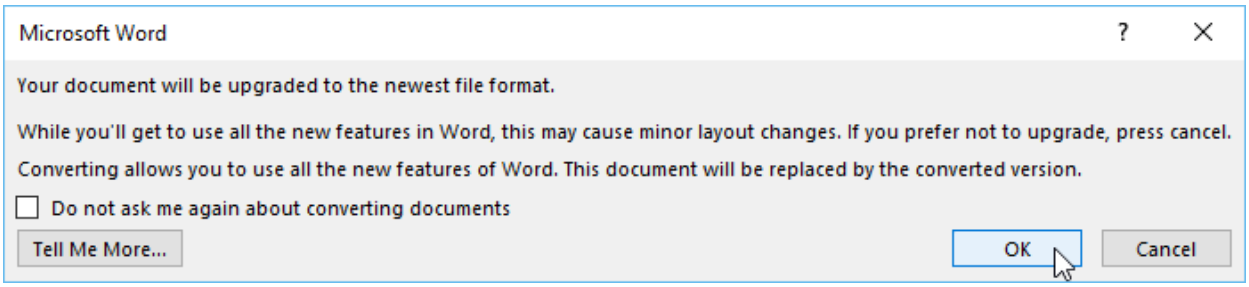

Figure 11 : convert dialog

Formatted text :

can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including font, size, and color. You can also adjust the alignment of the text to change how it is displayed on the page.

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To change the font size:

1. Select the text you want to modify.
2. On the Home tab, click the Font Size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font Size box and type the desired size, then press Enter.

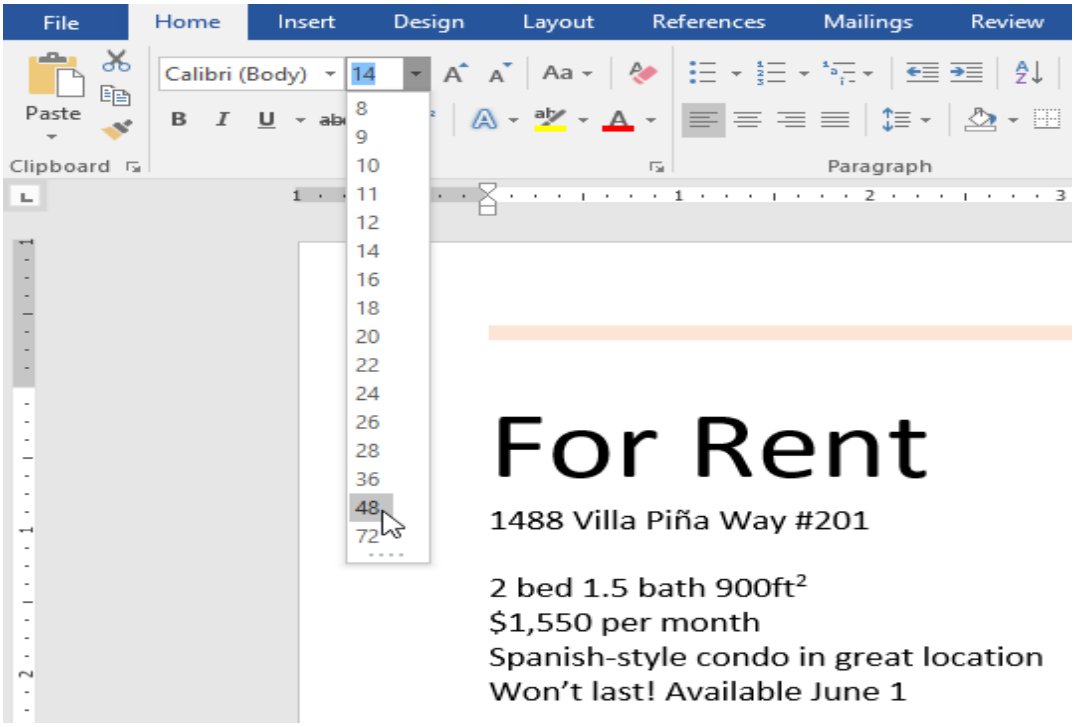

Figure 1 : formatting size menu

3. The font size will change in the document.

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- You can also use the Grow Font and Shrink Font commands to change the font size.

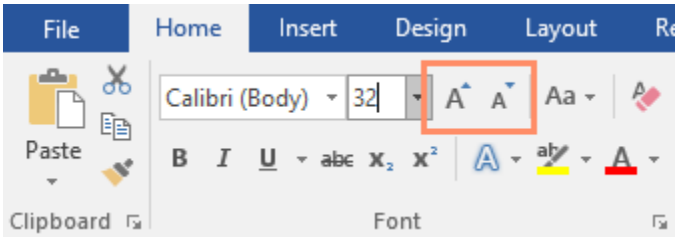

Figure 2 : formatting size grow shrink

To change the font:

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

1. Select the text you want to modify.
2. On the Home tab, click the drop-down arrow next to the Font box. A menu of font styles will appear.
3. Select the font style you want to use.

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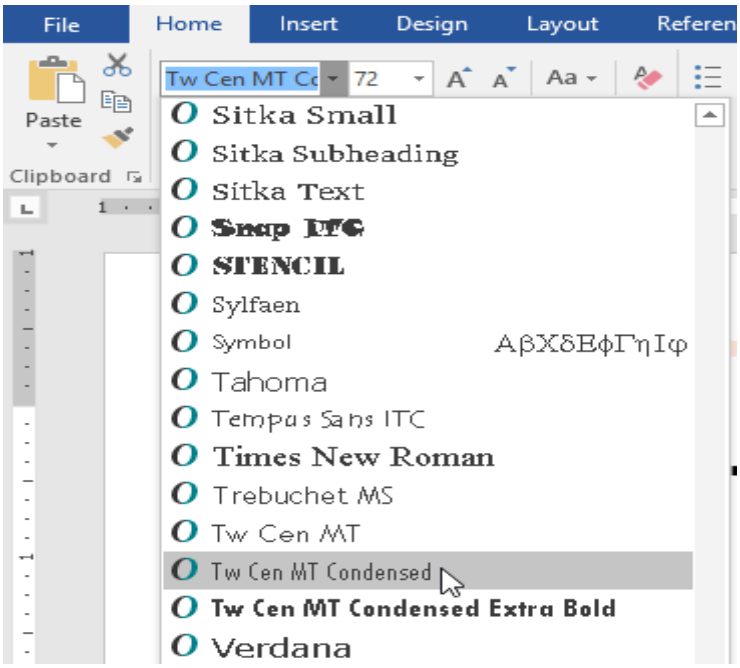

Figure 3 : formatting font menu

4. The font will change in the document.

To change the font color:

1. Select the text you want to modify.
2. On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears.

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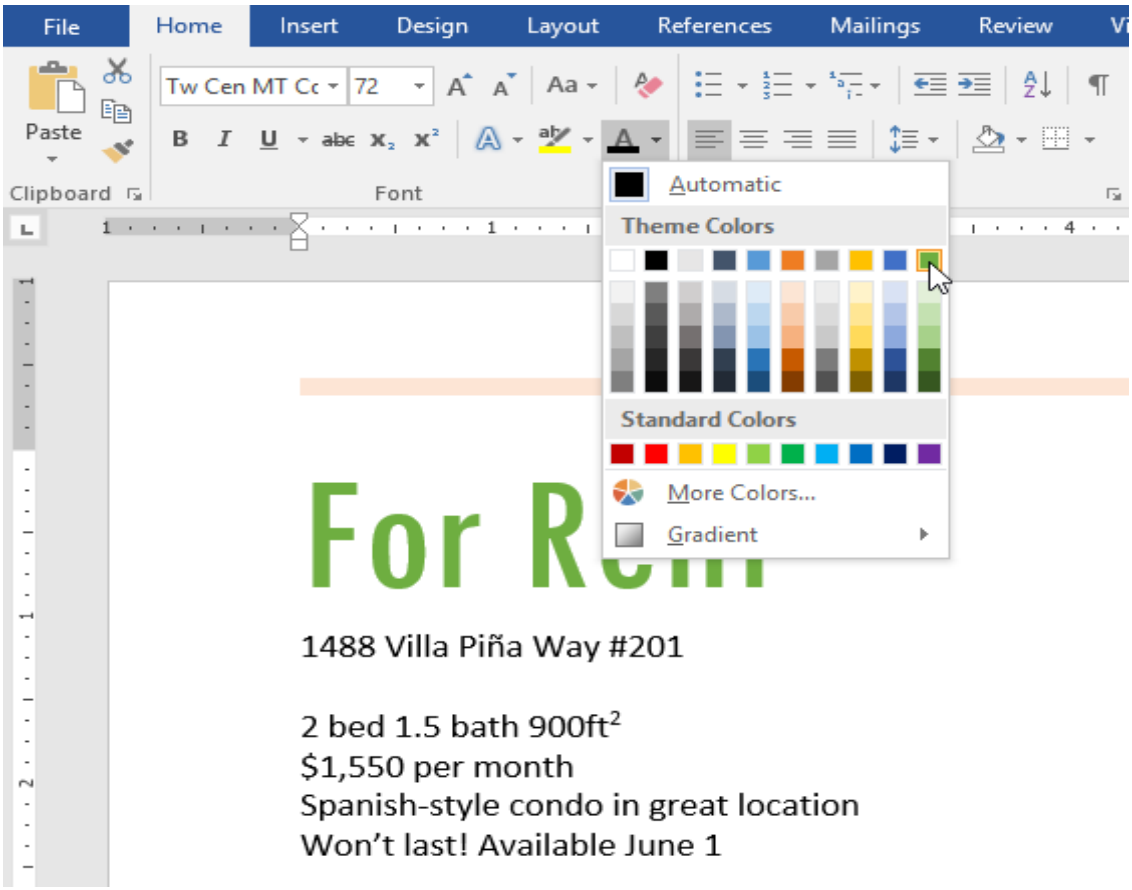

Figure 4 : formatting color menu

3. Select the font color you want to use. The font color will change in the document.

To use the Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

1. Select the text you want to modify.
2. On the Home tab, click the Bold (B), Italic (I), or Underline (U) command in the Font group. In our example, we'll click Bold.
3. The selected text will be modified in the document.

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To change text case:

When you need to quickly change text case, you can use the Change Case command instead of deleting and retyping text.

1. Select the text you want to modify.
2. On the Home tab, click the Change Case command in the Font group.
3. A drop-down menu will appear. Select the desired case option from the menu.

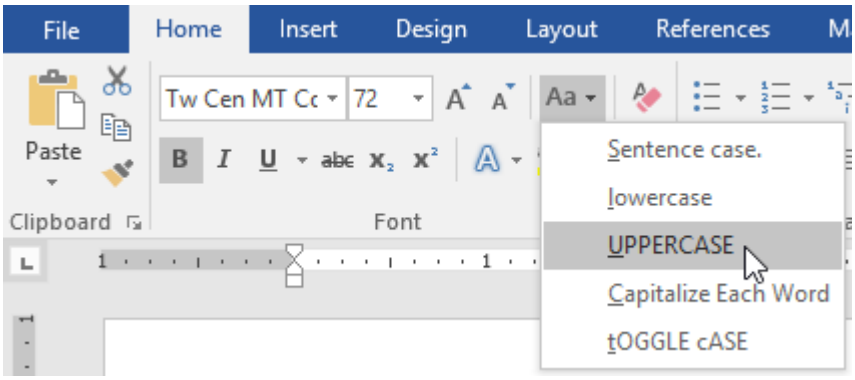

Figure 5 : formatting case menu

4. The text case will be changed in the document.

To highlight text:

Highlighting can be a useful tool for marking important text in your document.

1. Select the text you want to highlight.
2. From the Home tab, click the Text Highlight Color drop-down arrow. The Highlight Color menu appears.

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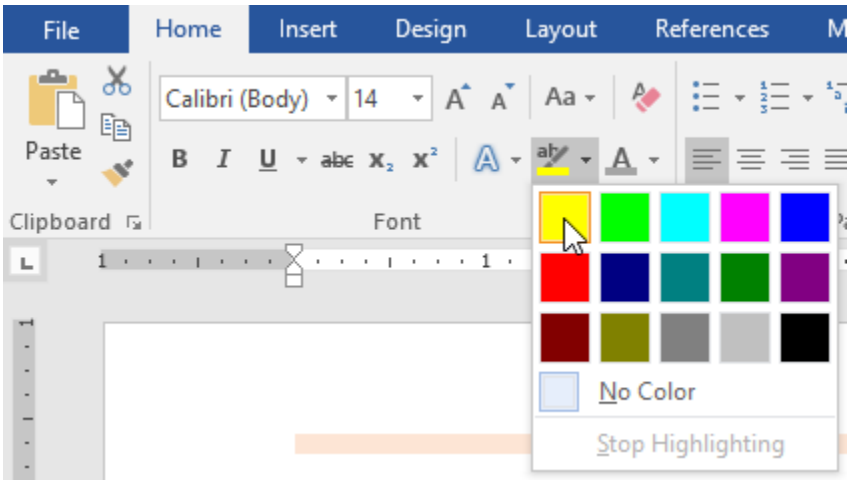

Figure 6 : formatting highlight menu

3. Select the desired highlight color. The selected text will then be highlighted in the document.

- To remove highlighting, select the highlighted text, then click the Text Highlight Color drop-down arrow. Select No Color from the drop-down menu.

To change text alignment:

By default, Word aligns text to the left margin in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify.

2. On the Home tab, select one of the four alignment options from the Paragraph group. In our example, we've selected Center Alignment.

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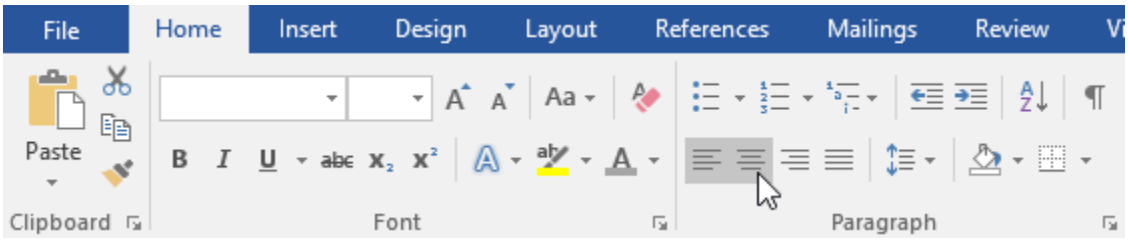

Figure 7 : formatting alignment command

3. The text will be realigned in the document.

To find text:

In our example, we've written an academic paper and will use the Find command to locate all instances of a particular word.

1. From the Home tab, click the Find command. You can also press Ctrl+F on your keyboard.
2. The navigation pane will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.
4. If the text is found in the document, it will be highlighted in yellow and a preview of the results will appear in the navigation pane. You can also click one of the results below the arrows to jump to it.
5. When you're finished, click X to close the navigation pane. The highlight will disappear.

To replace text:

You may discover that you've made a mistake repeatedly throughout your document, like misspelling someone's name, or that you need to

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exchange a particular word or phrase for another. You can use Word's Find and Replace feature to quickly make revisions.

1. From the Home tab, click the Replace command. You can also press Ctrl+H on your keyboard.
2. The Find and Replace dialog box will appear.
3. Type the text you want to find in the Find what: field.
4. Type the text you want to replace it with in the Replace with: field, then click Find Next.
5. Word will find the first instance of the text and highlight it in gray.
6. Review the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click Find Next again to jump to the next instance.
7. If you want to replace it, you can click Replace to change individual instances of text. You can also click Replace All to replace every instance of the text throughout the document.
8. The text will be replaced.
9. When you're done, click Close or Cancel to close the dialog box.

To create a bulleted list:

1. Select the text you want to format as a list.
2. On the Home tab, click the drop-down arrow next to the Bullets command. A menu of bullet styles will appear.

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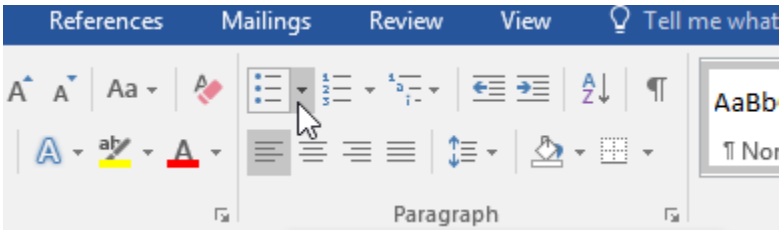

Figure 8: lists_create bulleted command

3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.
4. The text will be formatted as a bulleted list.

To create a numbered list:

When you need to organize text into a numbered list, Word offers several numbering options. You can format your list with numbers, letters, or Roman numerals.

1. Select the text you want to format as a list.
2. On the Home tab, click the drop-down arrow next to the Numbering command. A menu of numbering styles will appear.
3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.

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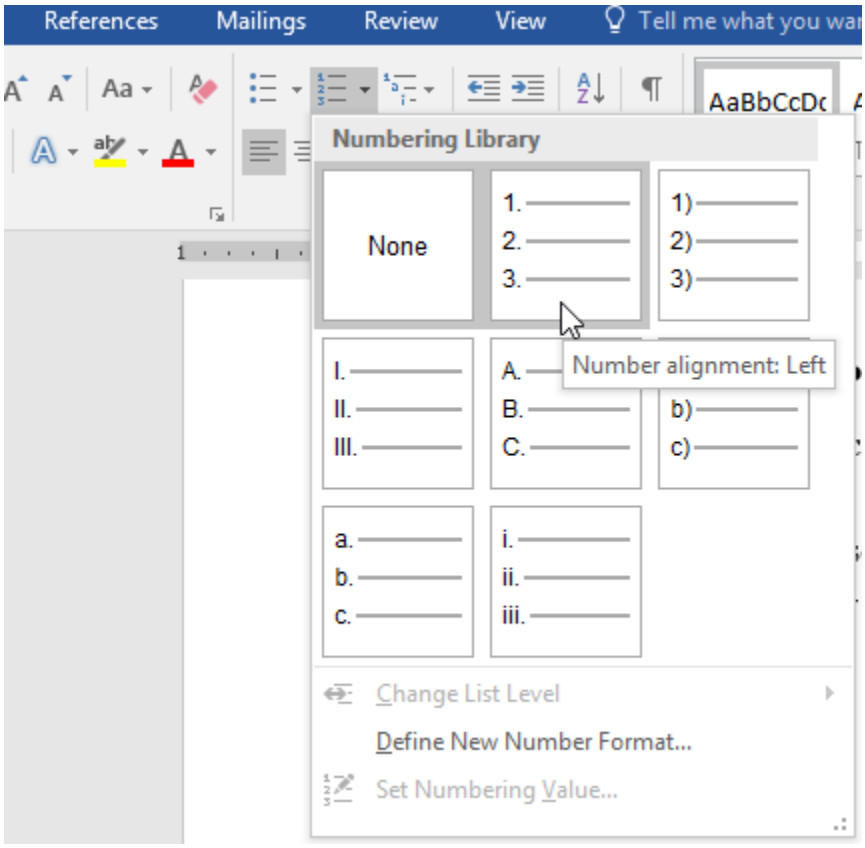

Figure 9 : lists create numbered menu

4. The text will format as a numbered list.

To restart a numbered list:

If you want to restart the numbering of a list, Word has a Restart at 1 option. It can be applied to numeric and alphabetical lists.

Right-click the list item you want to restart the numbering for, then select Restart at 1 from the menu that appears, then the list numbering will restart.

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Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

Day of the dinner

6. Approve location set up
7. Arrange seating
8. Setup podium

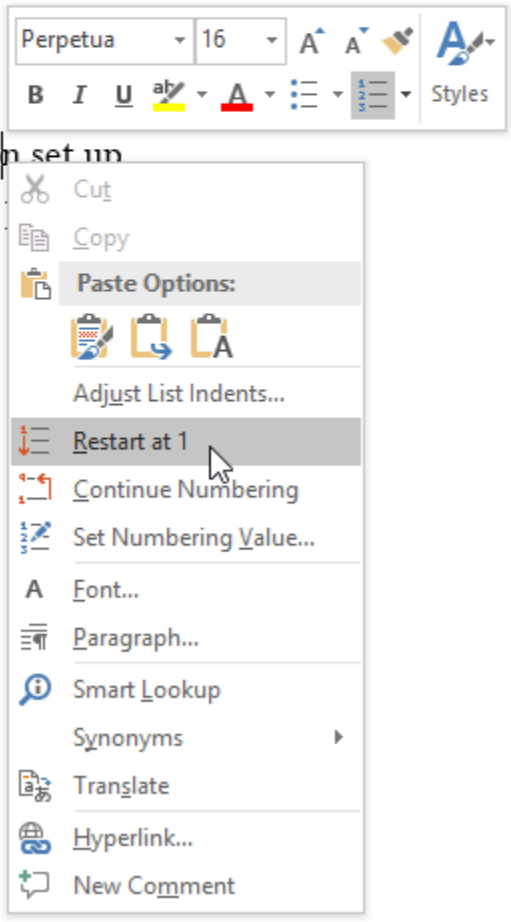

Figure 10 : lists restart numbering menu

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Customizing bullets:

Customizing the look of the bullets in your list can help you emphasize certain list items and personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use symbols and different colors, or even upload a picture as a bullet.

To use a symbol as a bullet:

1. Select an existing list you want to format.
2. On the Home tab, click the drop-down arrow next to the Bullets command. Select Define New Bullet from the drop-down menu.

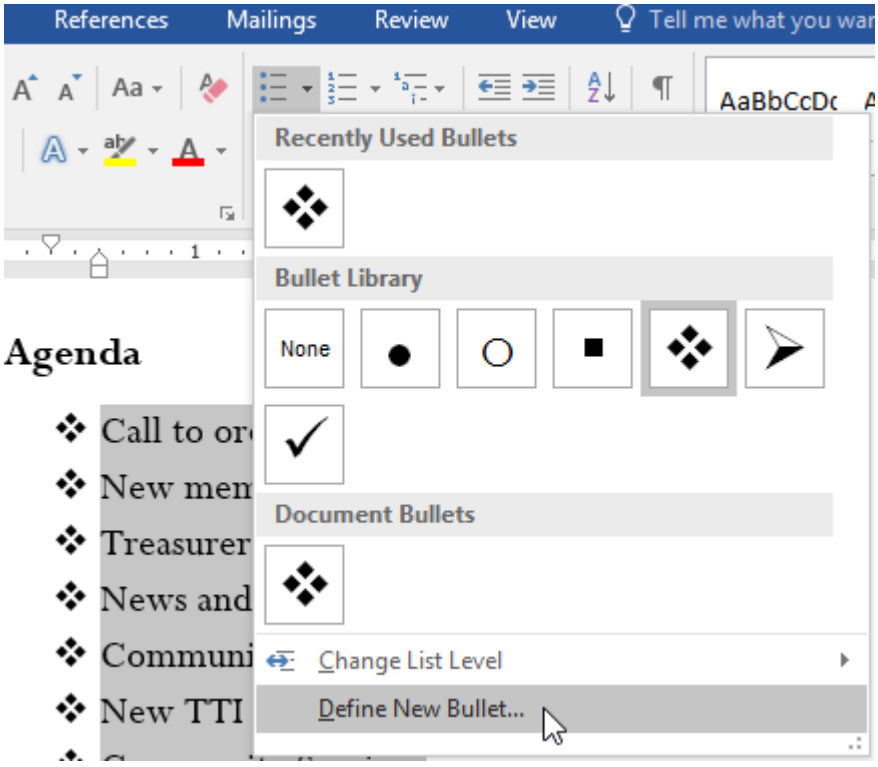

Figure 11 : lists bullet symbol menu

3. The Define New Bullet dialog box will appear. Click the Symbol button.

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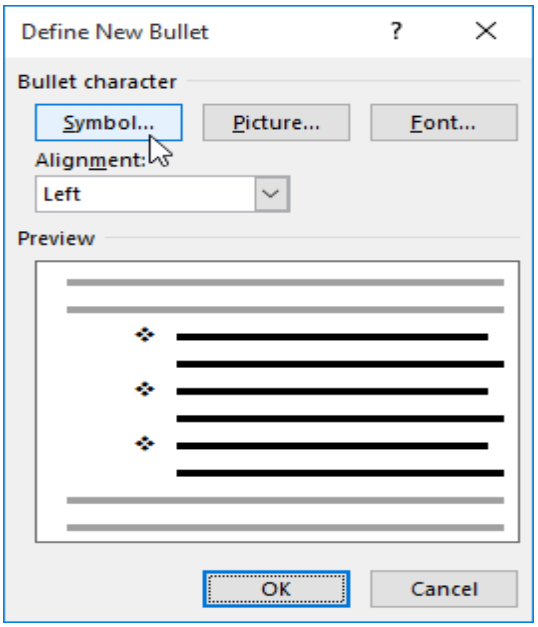

Figure 12 : lists bullet symbol define

4. The Symbol dialog box will appear.
5. Click the Font drop-down box and select a font. The Wingdings and Symbol fonts are good choices because they have many useful symbols.
6. Select the desired symbol, then click OK.

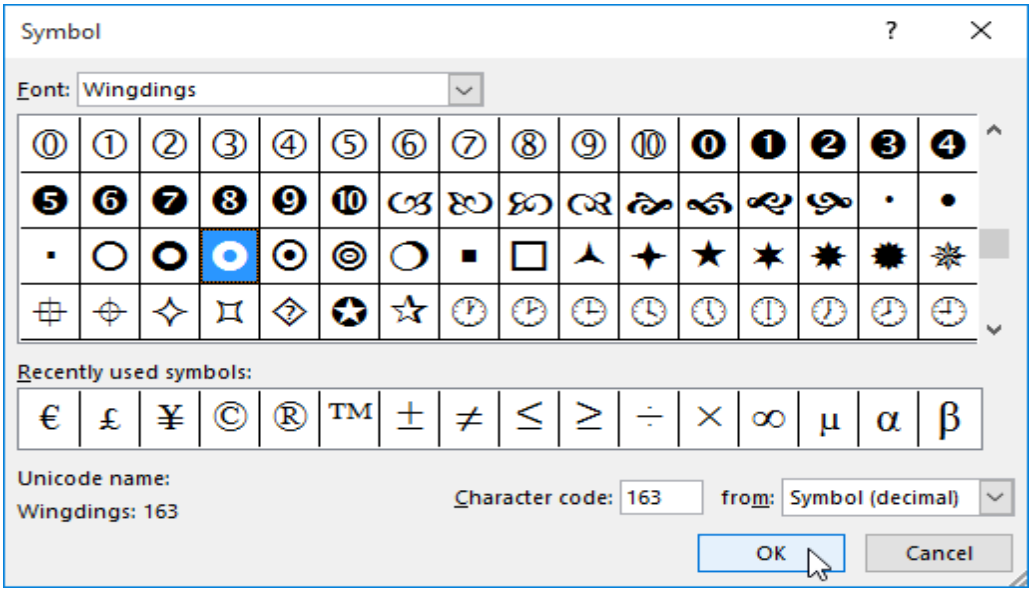

Figure 13 : lists bullet symbol wingdings

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7. The symbol will appear in the Preview section of the Define New Bullet dialog box. Click OK.

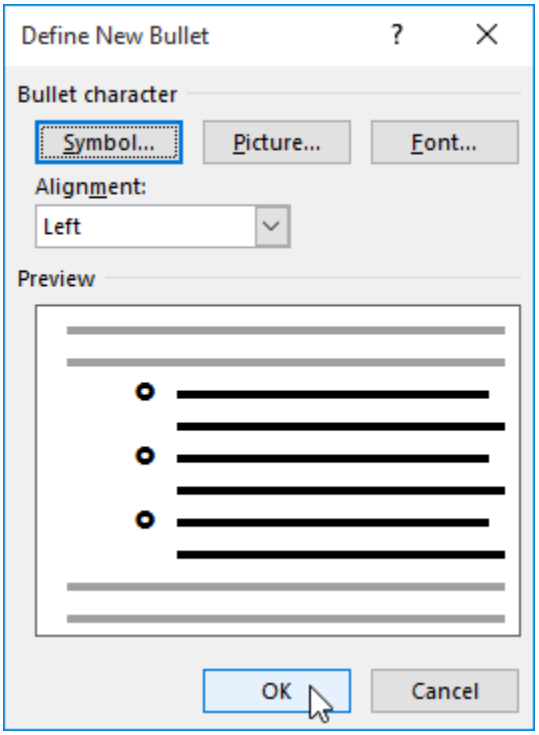

Figure 14 : lists bullet symbol ok

8. The symbol will appear in the list.

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