



## Introduction to Microsoft Word

### 1. Open program

A-Start>All program >Microsoft office >Microsoft Word

B- Start >search box> Microsoft Word

Once Word opens, you will see a blank document, and the Word interface is divided into several areas, including the **Ribbon**, the **Document Area**, and various **Tabs**.





## 2-Title bar



### **A-Document Name:**

- The title bar shows the name of the currently open document. If you are working on a new document, it may show "Document1" (or "Document2," etc.) until you save the file with a specific name.
- Once you save the document, the name will reflect the title you gave it.

### **B-Program Name:**

- On the far-left side of the title bar, you will also see the name of the program — **Microsoft Word** — which indicates that you are working in Word.

### **C-Unsaved Document Indicator:**

- If you are working on a new document that hasn't been saved yet, a small asterisk (\*) appears next to the document name (e.g., "Document1"). This lets you know that the document has unsaved changes.
- Once you save the document, the asterisk disappears.

### **D-Minimize, Maximize, and Close Buttons:**

- On the right side of the title bar, you'll find three buttons that control the window behavior:
  - **Minimize:** Reduces the window to the taskbar.
  - **Maximize/Restore:** If the document window is not maximized, clicking this button will make it full-screen. If it's already maximized, clicking it restores the window to a smaller size.
  - **Close:** Closes the current document or the entire program if there are no other open documents.

### **E- Quick Access Toolbar:**

- To the left of the title, you'll often find the **Quick Access Toolbar**. This toolbar provides quick access to commonly used commands like Save, Undo, Redo, and Print. You can customize this toolbar to include other commands that you use frequently.



### **3-File Tab**

The **File Tab** in Microsoft Word 2016 is part of what's called the *Backstage View*. It's not a traditional tab with buttons for formatting or editing, but instead gives you access to a wide range of file-related tasks.



- **New:**
  - Click on "New" to create a new document. You can choose from a blank document or use a template (e.g., resumes, letters, or reports).
- **Open:**
  - Use the "Open" option to browse for an existing file on your computer or in cloud storage (OneDrive).
- **Info:**
  - In this section, you can view the properties of your document, including title, author, and editing status. You can also manage versions and check for document protection settings here



• **Save/Save As:**

- "Save" is used to save the document you are working on. If it's a new document, "Save As" will prompt you to select a location and name for the file.
- "Save As" allows you to save the document under a different name or file format (e.g., PDF, .docx, etc.).

• **Print:**

- The "Print" option allows you to print your document or change print settings such as page size, margins, and the number of copies.

• **Share:**

- You can share your document directly via email, or share it with others using cloud-based services (such as OneDrive or SharePoint).

• **Export:**

- This allows you to save the document in a different format, such as PDF, XPS, or even a web page.

• **Close:**

- Closes the current document but leaves Word open.

• **Account:**

- Access account information such as your Microsoft account, Office updates, and product activation.

• **Options:**

- This is where you can customize the settings and preferences for Word. You can adjust settings related to spelling and grammar, language, and many other features.



## 4-Home Tab

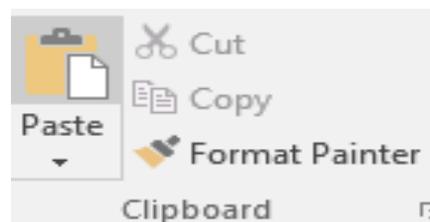
The **Home Tab** is the primary tab where you will spend most of your time while editing and formatting your documents. It contains a wide range of commands and options for working with text and paragraphs.

### *Groups in the Home Tab:*

The Home Tab is organized into several groups. Each group contains related commands and options.

#### **1- Clipboard Group:**

- **Cut:** Removes selected content and places it on the clipboard.
- **Copy:** Copies selected content to the clipboard.
- **Paste:** Inserts the content from the clipboard into the document. There are also various paste options, including keeping the source formatting or pasting plain text.



#### **2- Font Group:**

- **Font Style:** You can choose from a variety of fonts and change their size.
- **Bold, Italic, Underline:** These options help you apply basic text formatting to make text stand out.
- **Font Color:** Allows you to change the color of the text.
- **Highlight:** You can highlight text with different colors for emphasis.
- **Increase/Decrease Font Size:** Adjust the size of the text in your document.
- **Text Effects:** Apply additional effects such as shadow, glow, reflection, etc.



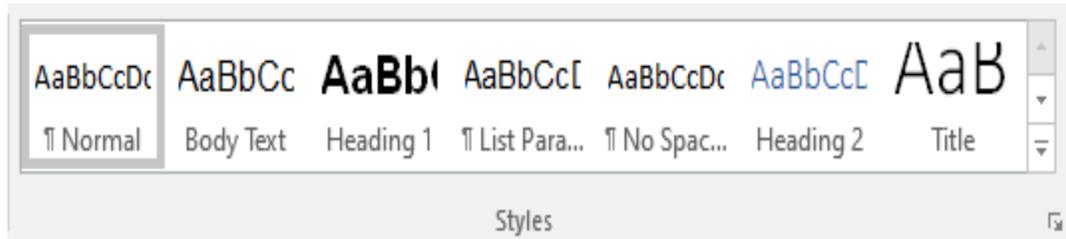
### 3-Paragraph Group:

- **Alignment:** Choose from various alignment options for your paragraphs: left, center, right, and justify.
- **Line and Paragraph Spacing:** Control the amount of space between lines of text or between paragraphs.
- **Bullets and Numbering:** Create bulleted or numbered lists.
- **Indentation:** Adjust the indentation for paragraphs (e.g., first-line indentation or hanging indent).
- **Shading and Borders:** Add background colors to paragraphs or apply borders around paragraphs.



### 4- Styles Group:

- **Quick Styles:** Predefined formatting styles that you can apply to text or paragraphs. These styles help you quickly apply a consistent look throughout your document.
- **Style Set:** Choose from various pre-designed style sets that affect the overall appearance of your document.



### 5- Editing Group:

- **Find:** Search for specific words or phrases in the document.
- **Replace:** Replace a word or phrase with another.
- **Select:** You can select all the text or specific sections of the document.

