

**Al-Mustaqal University**  
**Collage of Pharmacy**



# **Microsoft Office** **Word processing**

**Lecture 3+ Lecture 4**

**By**

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# Microsoft Office

## Microsoft Office

Microsoft Office is a set of productivity software developed by Microsoft, designed to assist users in many tasks such as word processing, spreadsheet management, presentation creation, email management, and more. It includes popular programs like **Microsoft Word, Excel, PowerPoint, and Access.**



# Microsoft Word

## 1- Microsoft Word

Microsoft Word is a word processing program developed by Microsoft. It's part of the Microsoft Office. Microsoft Word allows users to create, edit, format, and share documents such as letters, reports, essays, and more.



# Microsoft Word

## Key features of Microsoft Word include:

1. **Text Editing:** Users can type and edit text with a wide range of formatting options, including font styles, sizes, colors, alignment, and spacing.
2. **Document Formatting:** Word provides tools for formatting documents, including paragraph styles, headers and footers, margins, and page layout settings.
3. **Spell Check and Grammar Check:** MS Word includes tools for word spelling and grammar-checking to help users identify and correct errors in the documents.
4. **Inserting Objects:** Users can insert many objects into documents, such as images, shapes, charts, tables, hyperlinks, and symbols.

# Microsoft Word

- 5. Templates:** Word offers a variety of pre-designed templates for different types of documents, making it easy to create professional-looking documents.
- 6. Integration:** Word integrates with other Microsoft Office applications, allowing users to easily import and export content between programs.

# How to Open MS-Word

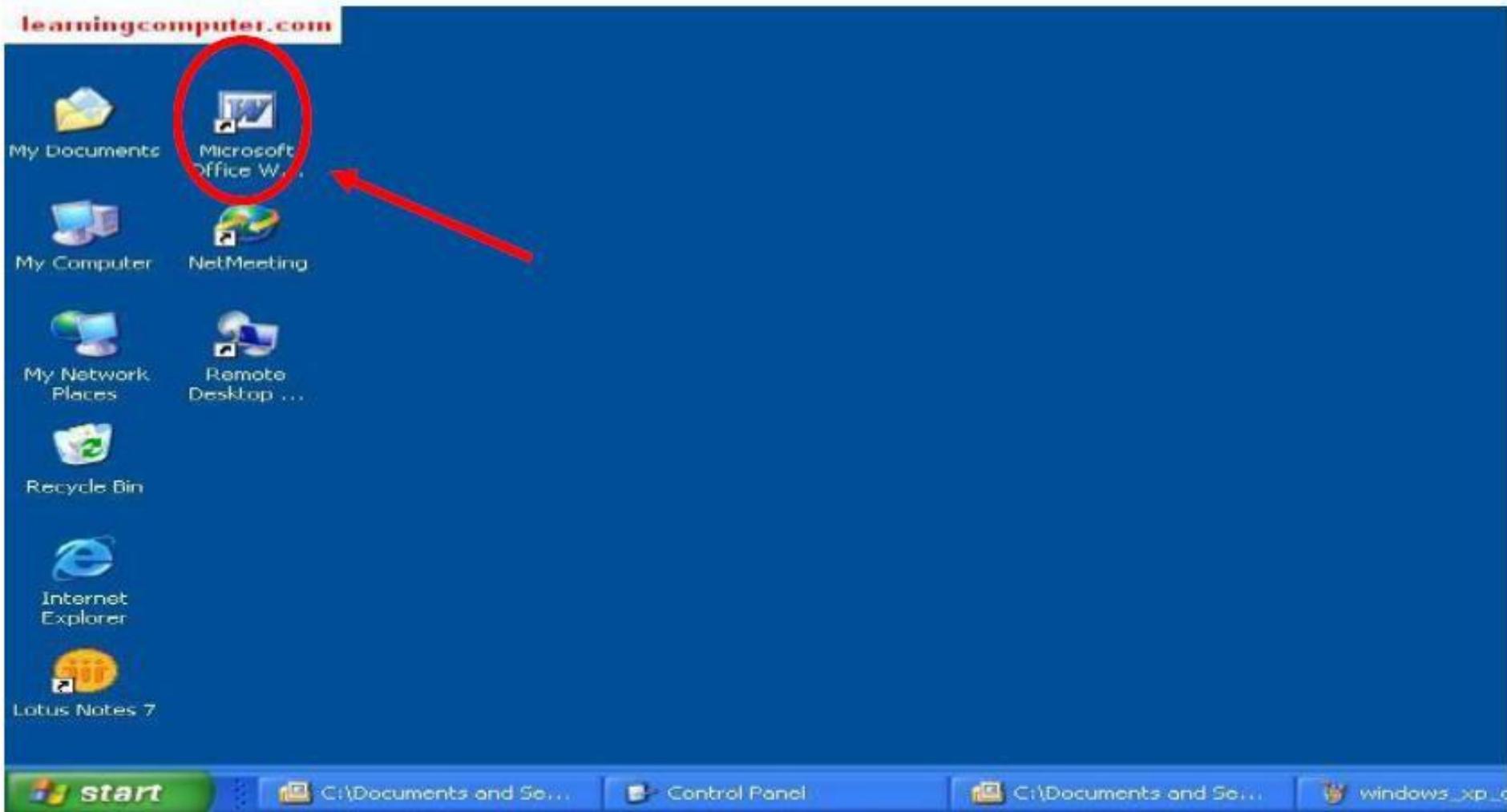
## A. From start menu

Start → All programs → Microsoft Office → Microsoft Office Word 2010



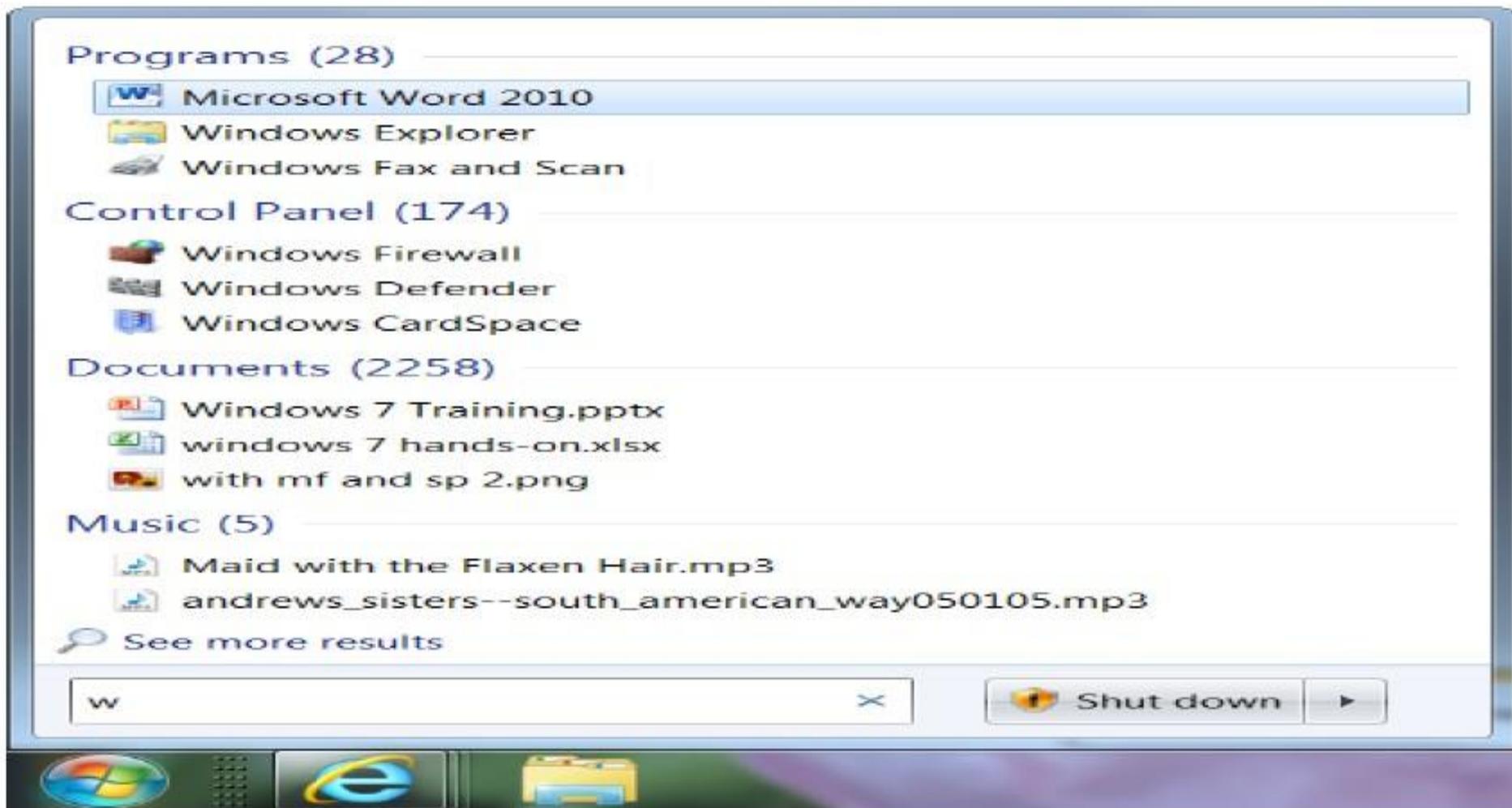
# How to Open MS-Word

## B. From shortcut icon in desktop



# How to Open MS-Word

C. From write **Microsoft Word** in start menu search



# Microsoft Word

After opening Microsoft Word, you will be taken to a blank document and see the following screen. It's called MS-Word Home page or Appearance of Microsoft Word.



# Microsoft Word

## Appearance of Microsoft Word (Home page)

### Title bar



usually was at the top, it's displays the name of the active document, This file is not saved so the name is given (document 1), Files created for the first time are often referred to by this name, and file extension (doc,docx).

*Its location usually at the top of the window, in the right of title bar there are:*

- Three buttons



Close -  
Restore Down -  
Minimize -

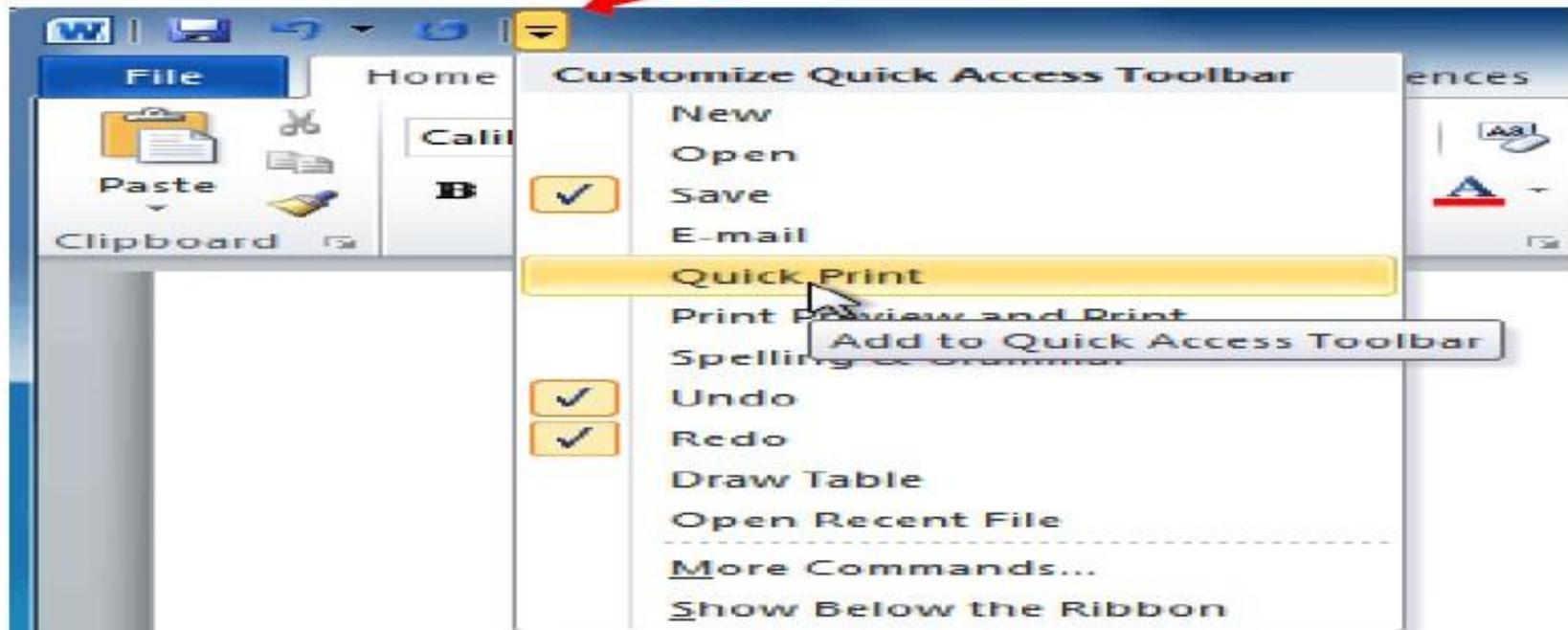
# Microsoft Word

## Appearance of Microsoft Word (Home page)

### Quick Access Toolbar



This bar is to the left of the title bar and contains a set of commands Save, Redo, Undo. It can be customized with the addition of commands that frequently used by the user. Clicking on this arrow will show a list can add from it the command that need to use it.



# Microsoft Word

## Appearance of Microsoft Word (Home page)

### Status bar

Its location usually at the bottom of the window, it contains:



- Page number in document

- Number of words in document

- Language

- View buttons

- Zoom control

# Microsoft Word

## Appearance of Microsoft Word (Home page)

### Tabs & Ribbon

#### Ribbon Tabs

#### Ribbon Groups



All Office 2010 programs organize commands on a horizontal bar called the ribbon (menu bar), which appears across the top of each program window.

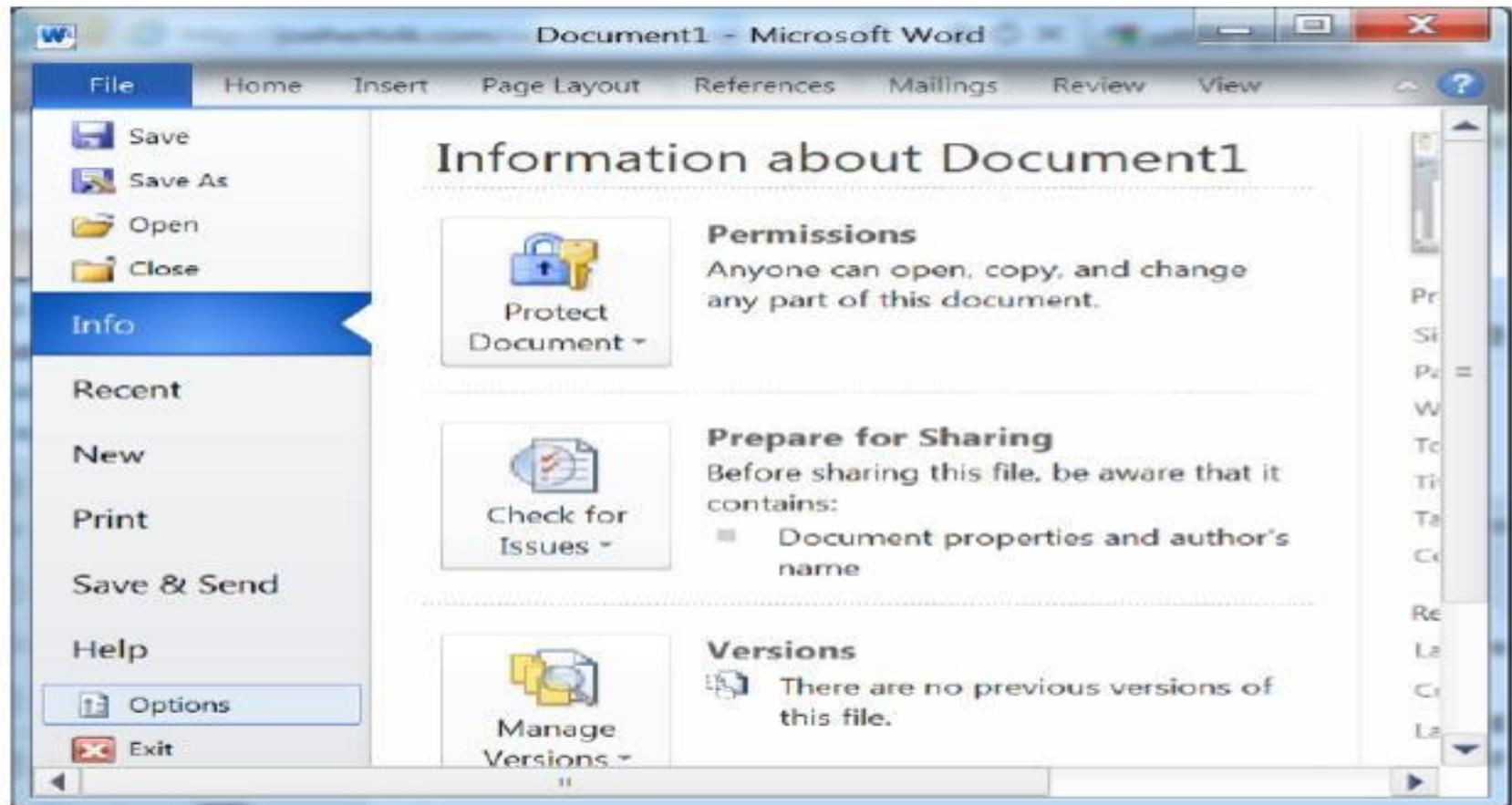
Each ribbon tab (menu tab) contains groups, and each group contains a set of related tools. Here, the Paragraph group on the Home tab contains tools for how text should be aligned within the document

# Microsoft Word

## Taps of MS-Word

### 1- File Tab

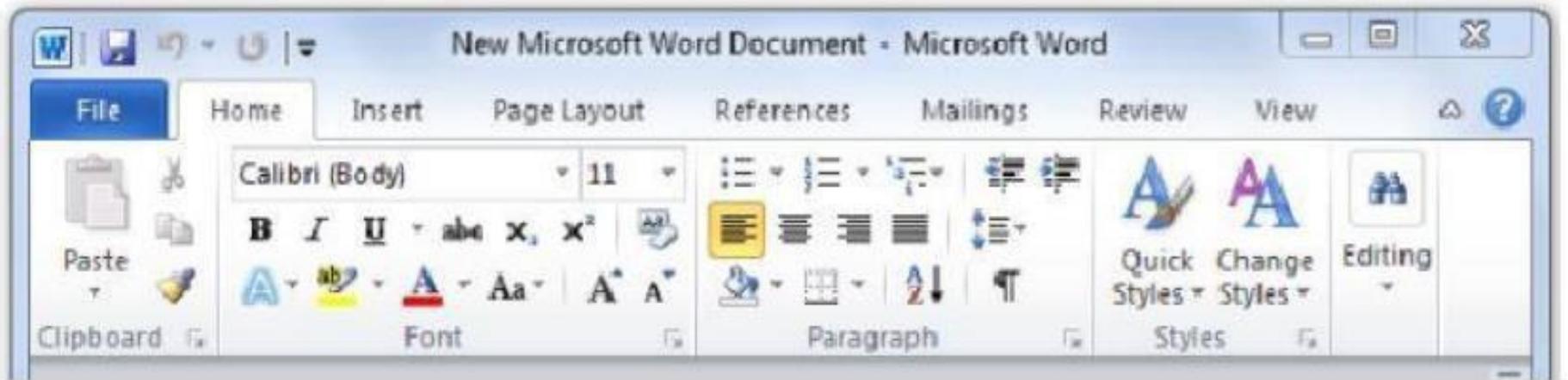
#### File Tab



# Microsoft Word

- 1 Save:** Used to save changes to the current document.
- 2 Save As:** This command enables you to save your current document into several kinds of files.
- 3 Open:** Used to open Microsoft Word documents stored on your computer.
- 4 Close:** The exit of the program and exit it.
- 5 Recent:** Ability to view or open recently opened documents.
- 6 New:** It is used to open a new document and you can choose a Blank document or Template according to the type of work that the user wants to do.
- 7 Print:** Print document pages.

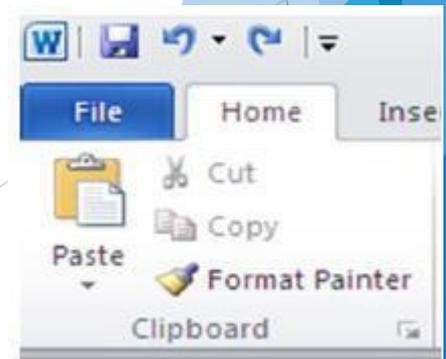
## 2- Home Tab



The Home Tab is about the basics of how text looks when it is printed or displayed. It gives access to both direct and Style-based formatting. It is containing five groups:

### 1-Clipboard group.

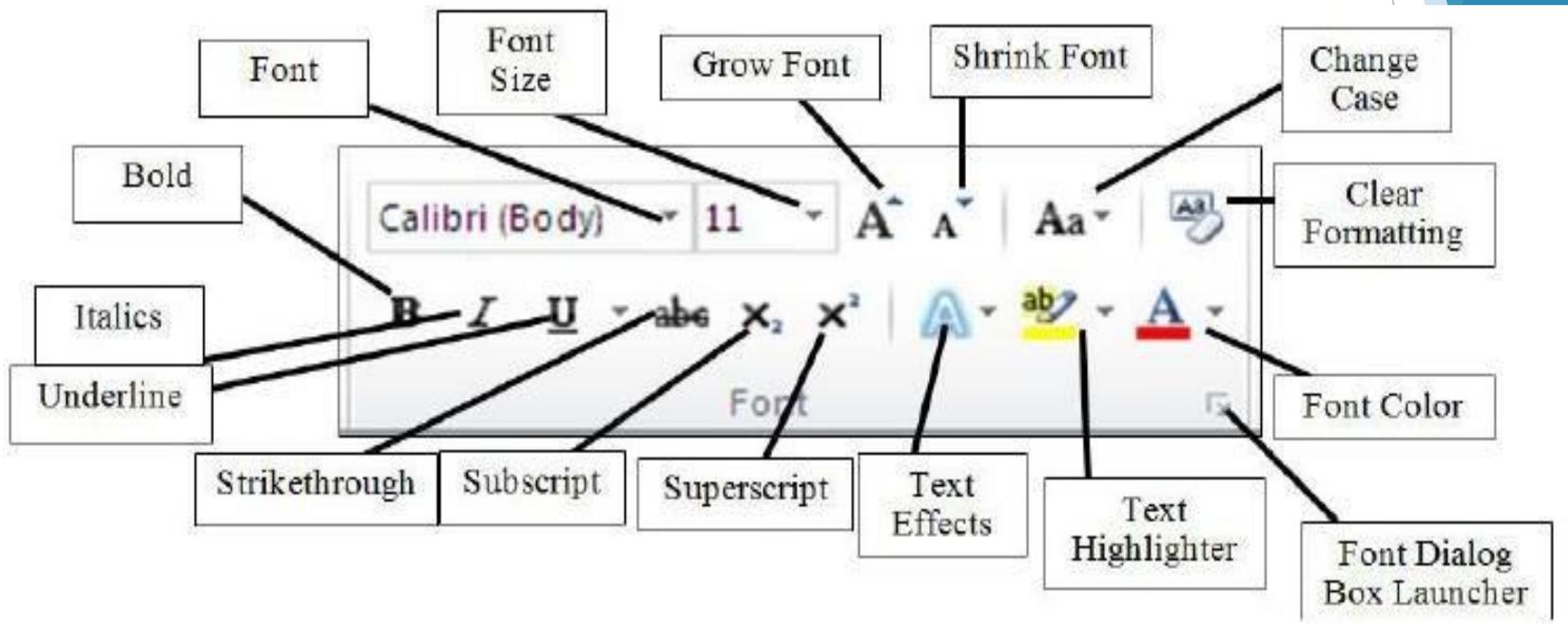
The Clipboard is on the far left of the Home Tab. It is contain some commands like: paste, cut, copy and format painter.



# Microsoft Word

## 2- Font group

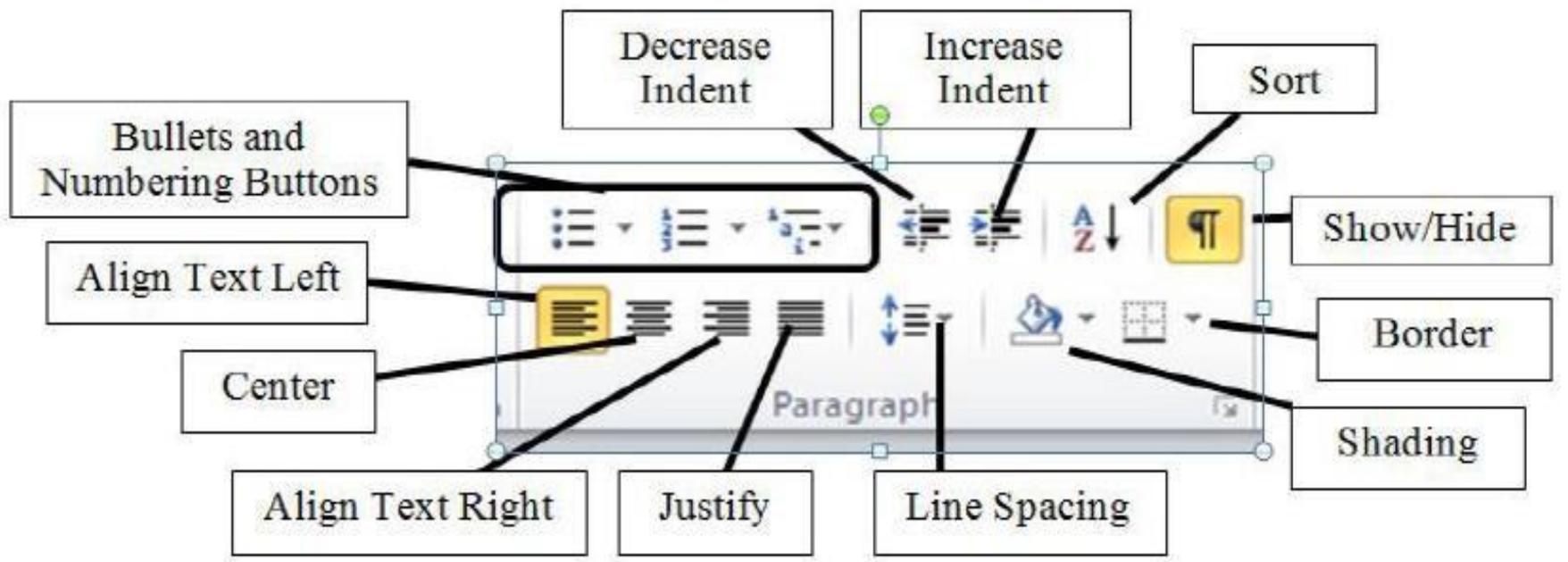
The font group focus on the look of characters or words. It process the formatting the words or entire paragraph.



# Microsoft Word

## 3- Paragraph group

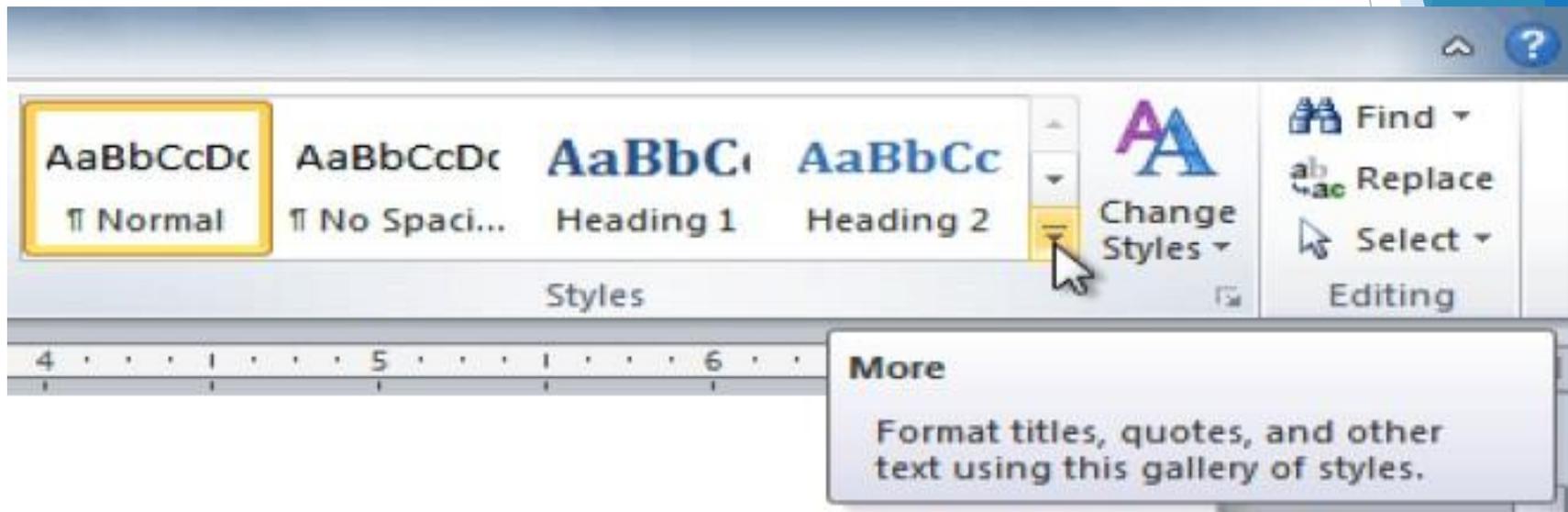
Paragraph group lets you control the appearance if individual paragraphs.



# Microsoft Word

## 4) Styles group

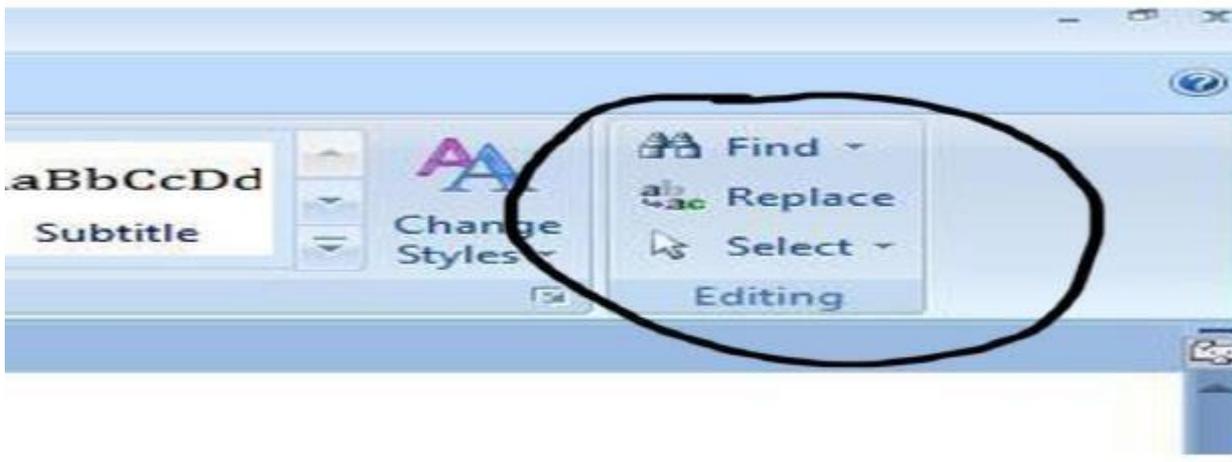
Styles allow you to quickly format major elements in your document, such as headings, titles, and subtitles.



# Microsoft Word

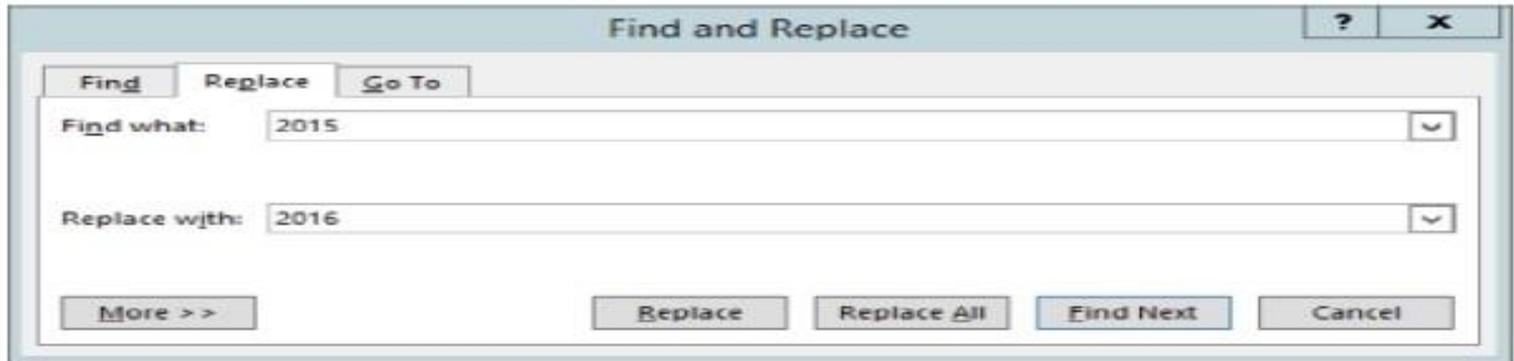
## 5- Editing group

This group is the last group of home tab. That contains three options. Such as find, replace, and select. There are three options which can help you how to change or remove some similar in your document. If you want to remove any word and put a new word in the state of that you can use this option.



# 5- Editing group

- Find: A word or phrase can be found within your document by using the Find command.
- Replace: A word or phrase can be replaced with another using the Replace command.



- Go to: When you opened advanced find you have one more option which is Go to. Through to this option you can go where that you want. Here you have some options such as page, section, lines, and some other options, You select one of them and click next, and if you want to come back click previous and come back.



# Microsoft Word

## 3- Insert Tab

This tab has a lot of useful features that will let you insert various types of objects, including:

- pages
- tables
- Picture
- text, and
- symbols.



# Microsoft Word

- **Pictures:** allows you to insert pictures stored on your computer into your documents.

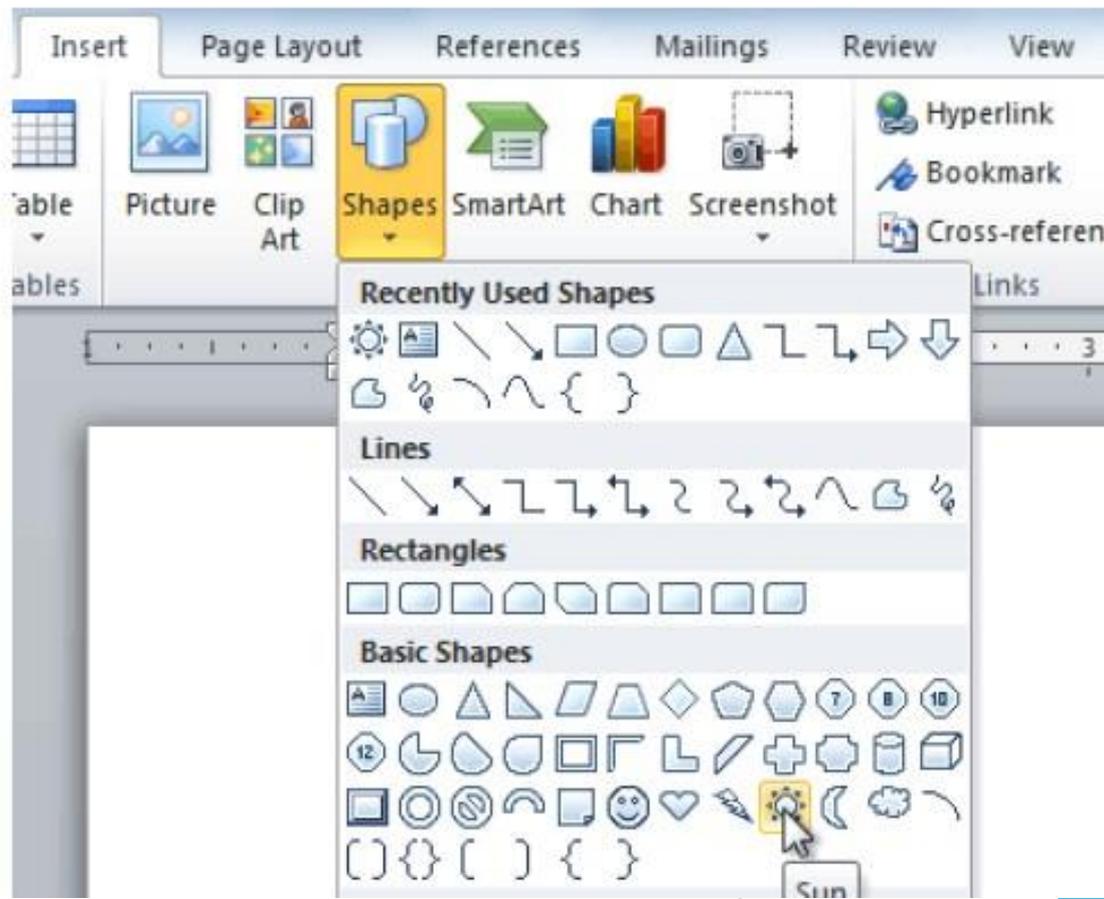
1. From the **Insert** tab's **Illustrations** group, click the **Picture** button.





# Microsoft Word

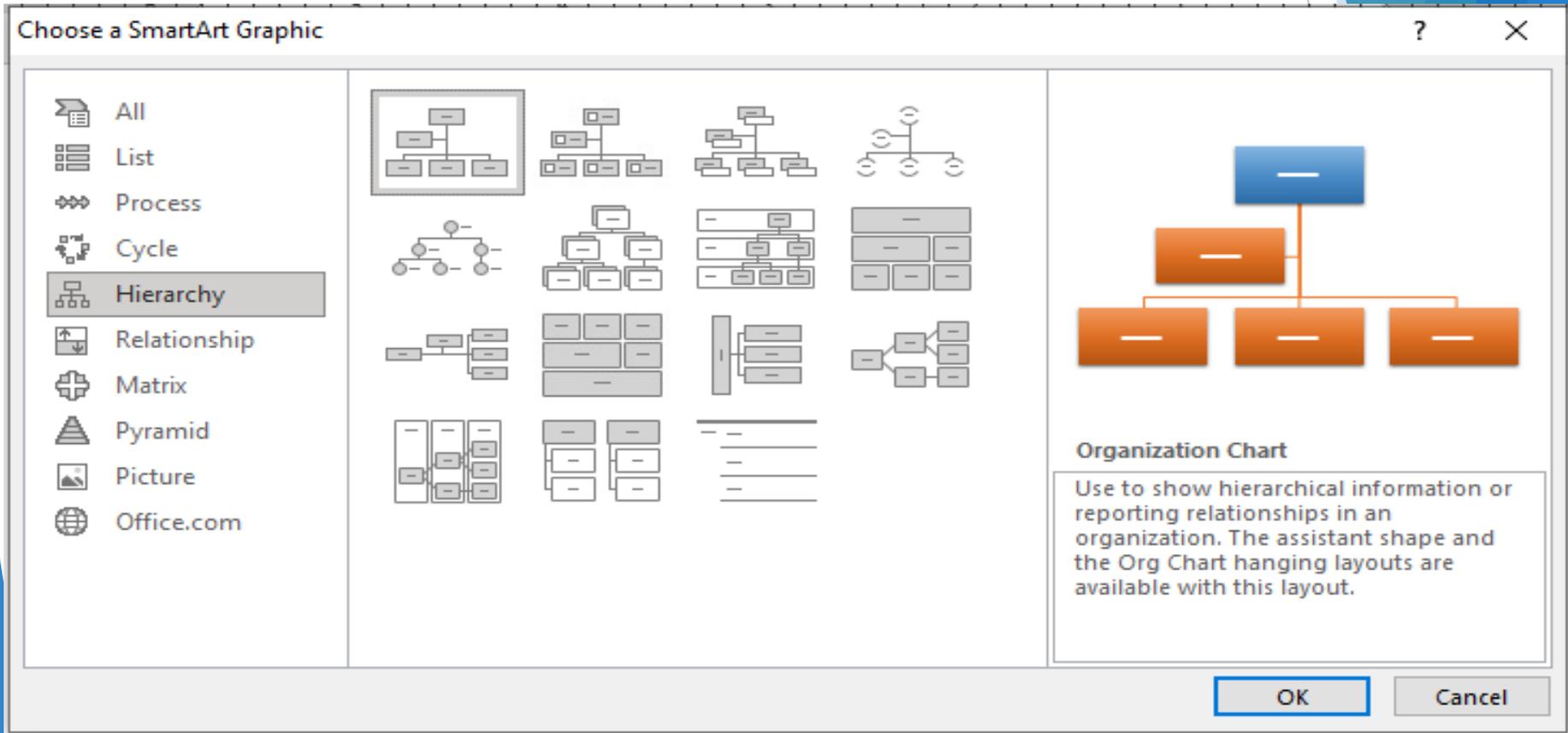
- **Shapes:** Word comes with a library of common shapes lines, arrows, squares, and much more ready to insert into your document.
1. Choose a predefined shape from the **Shapes** button menu, found in the **Illustrations group** on the **Insert tab**.



# Microsoft Word

**SmartArt:** in the SmartArt feature you can easily create business diagrams such as process, radial, and organization charts; hierarchy diagrams; and lists that display textual information in an easy-to-read format .

**Clicking the SmartArt button in the Insert tab**



# Microsoft Word

**Charts:** Charts are a great way to present numerical data in an easy-to-read form in MS-Word. You can insert many kinds of data charts and graphs, such as column charts, line graphs, bar charts, and others.

**Clicking the Chart button in the Insert tab**

**Insert Chart**

**All Charts**

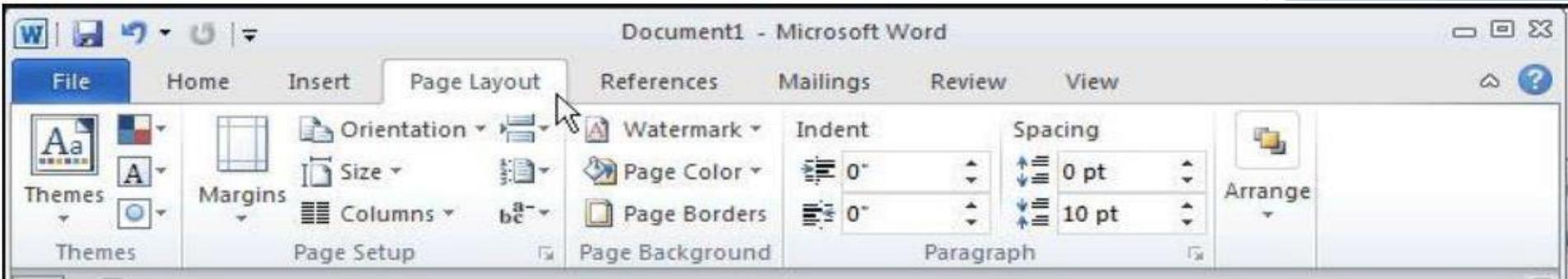
- Recent
- Templates
- Column**
- Line
- Pie
- Bar
- Area
- X Y (Scatter)
- Map
- Stock
- Surface
- Radar
- Treemap
- Sunburst
- Histogram
- Box & Whisker
- Waterfall
- Funnel

**Clustered Column**

Chart Title

Category	Series1	Series2	Series3
Category 1	4.2	2.5	2.0
Category 2	2.8	4.5	2.0
Category 3	3.5	1.8	3.2
Category 4	4.5	3.0	5.0

# 3- Page Layout Tab



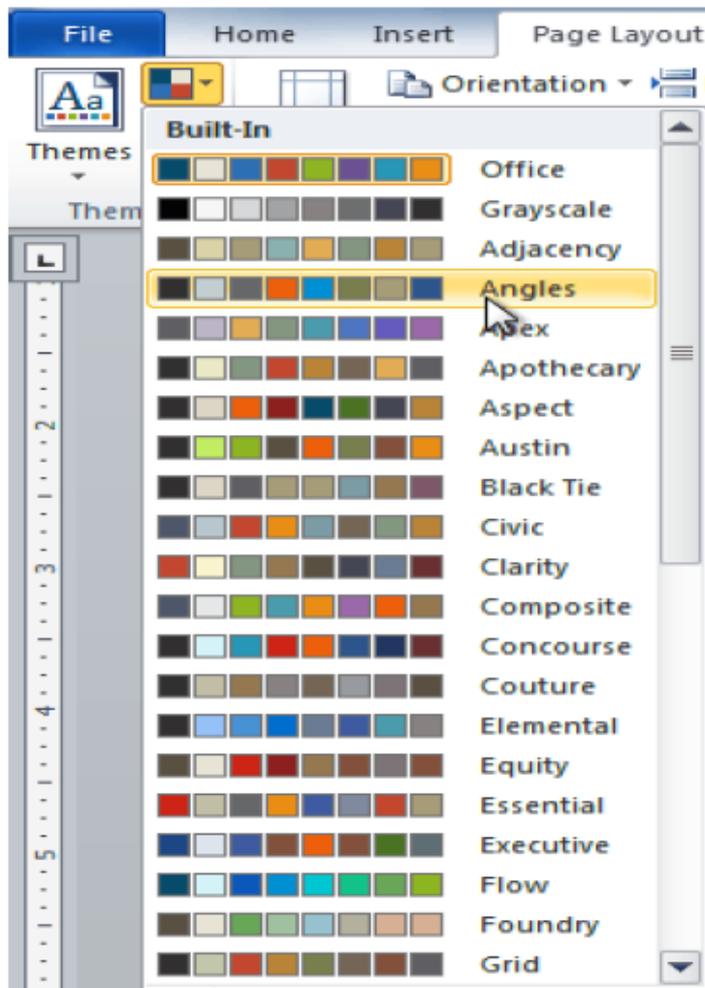
This tab can be used to set and control the appearance of your document. The page layout tab contain five group:

## 1- Themes group: contain four options

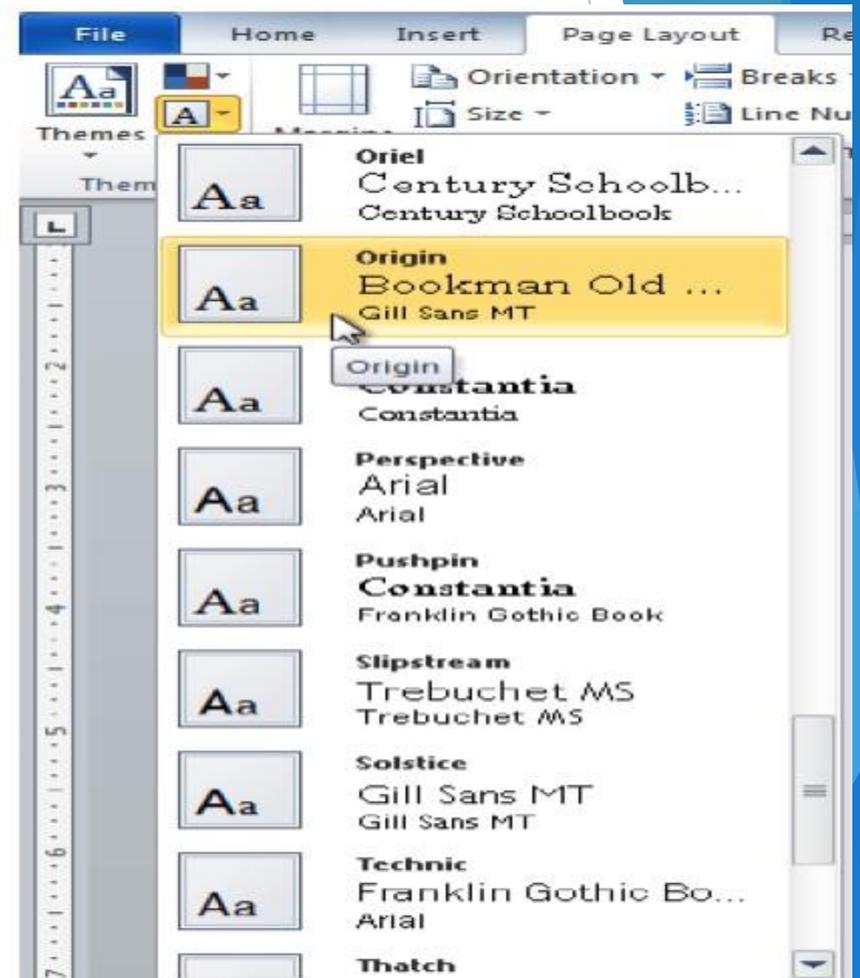
A- Themes, This changes the overall design of the entire document, including colors, fonts, and effects.



B-Colors: this command changes the colors for the current theme.

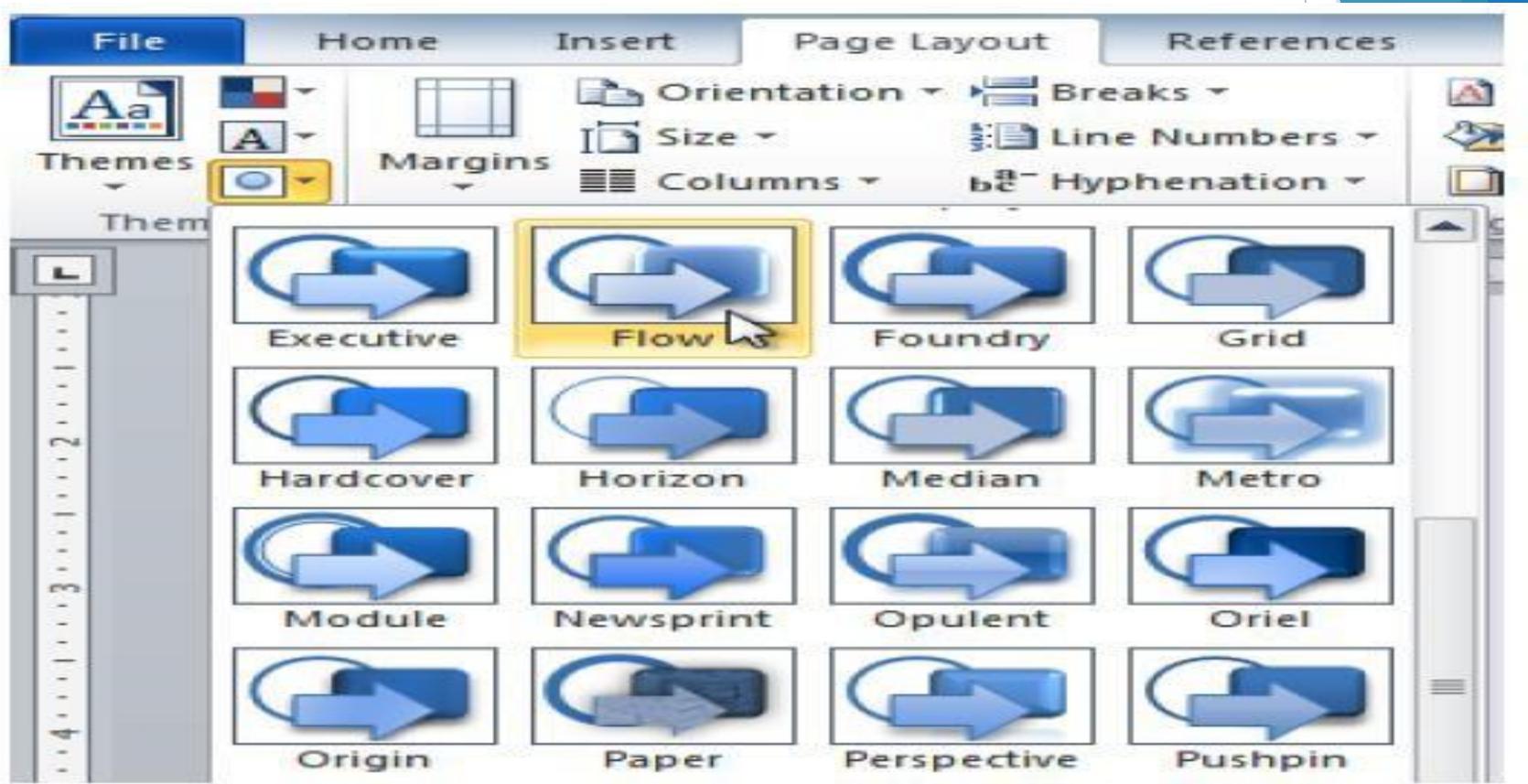


C-Font: Fonts for the current theme are enabled for change using this command.



# Microsoft Word

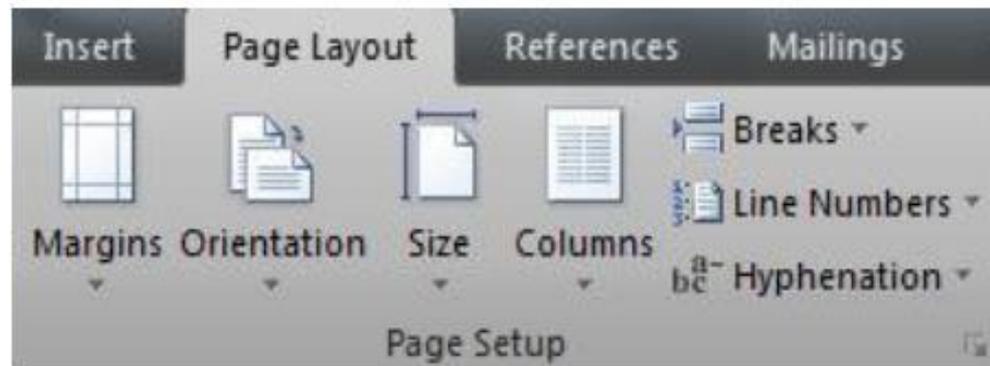
D-Effects: The current theme effects are available for change using this command..



# Microsoft Word

## 2- Page setup:

The Page Setup group contains the options to specify the layout of a page, such as margins, orientation, and page size.

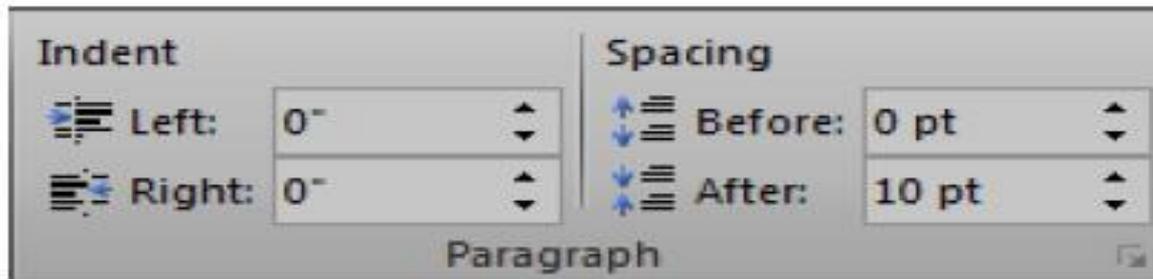


- **Margins**, to set the margin for your document.
- **Orientation**, to change the page orientation (Portrait or Landscape) of your document.
- **Size**, to change the paper size.
- **Columns**, to create columns within your document.

# Microsoft Word

## 3- Paragraph:

The Paragraph group will allow you to set indentations and line spacing for your document



## 4- Arrange:

This area allows you to quickly arrange how graphic elements (such as pictures and shapes) appear on your page:.

# Microsoft Word

## Review Tab



**Review Tab:** The Review Tab is separated into multiple groups: Proofing, Speech, Accessibility, Language, Comments, Tracking, Changes, Compare, Ink, & Resume. Proofing

### 1 Proofing

- **Thesaurus** - It displays or suggests a set of synonyms for any word the user needs.
- **Word Count** - This displays the "Word Count" dialog box displaying the document statistics such as the number of words, lines, and others.
- **Spelling and Grammar** allows you to check the spelling and grammar in the active document

## 2- Speech

Microsoft Office can read any text in the document by clicking on the Read Aloud icon in the Speech Group. Once the Read Aloud button is selected, Word will begin reading at the insertion point of the text.



## 3- Accessibility

This option is responsible for identifying some errors in your document and gives you some suggestions to improve your writing.

The Language group allows the user to translate words in the document into a different language.



- **Translate:** This translates a highlighted section or an entire document into another language.
- **Language:** This focuses on installing or tuning different languages.

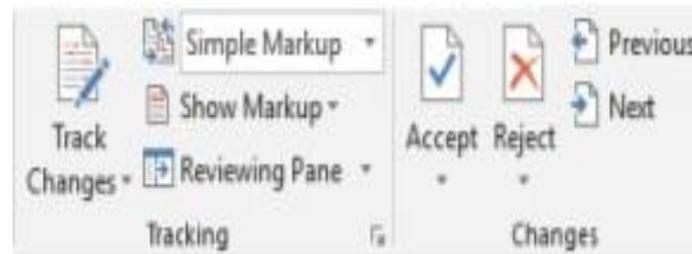
## 2- Comments

Through this group, we can review or evaluate a document by adding comments to it without changing its content.



## 3- The Tracking & Changes

When you are working with multiple individuals (users) on a document it can become difficult to keep track of which changes each user has made. The Tracking & Changes group can help the user determine which text additions or deletions were entered and which user made the changes.

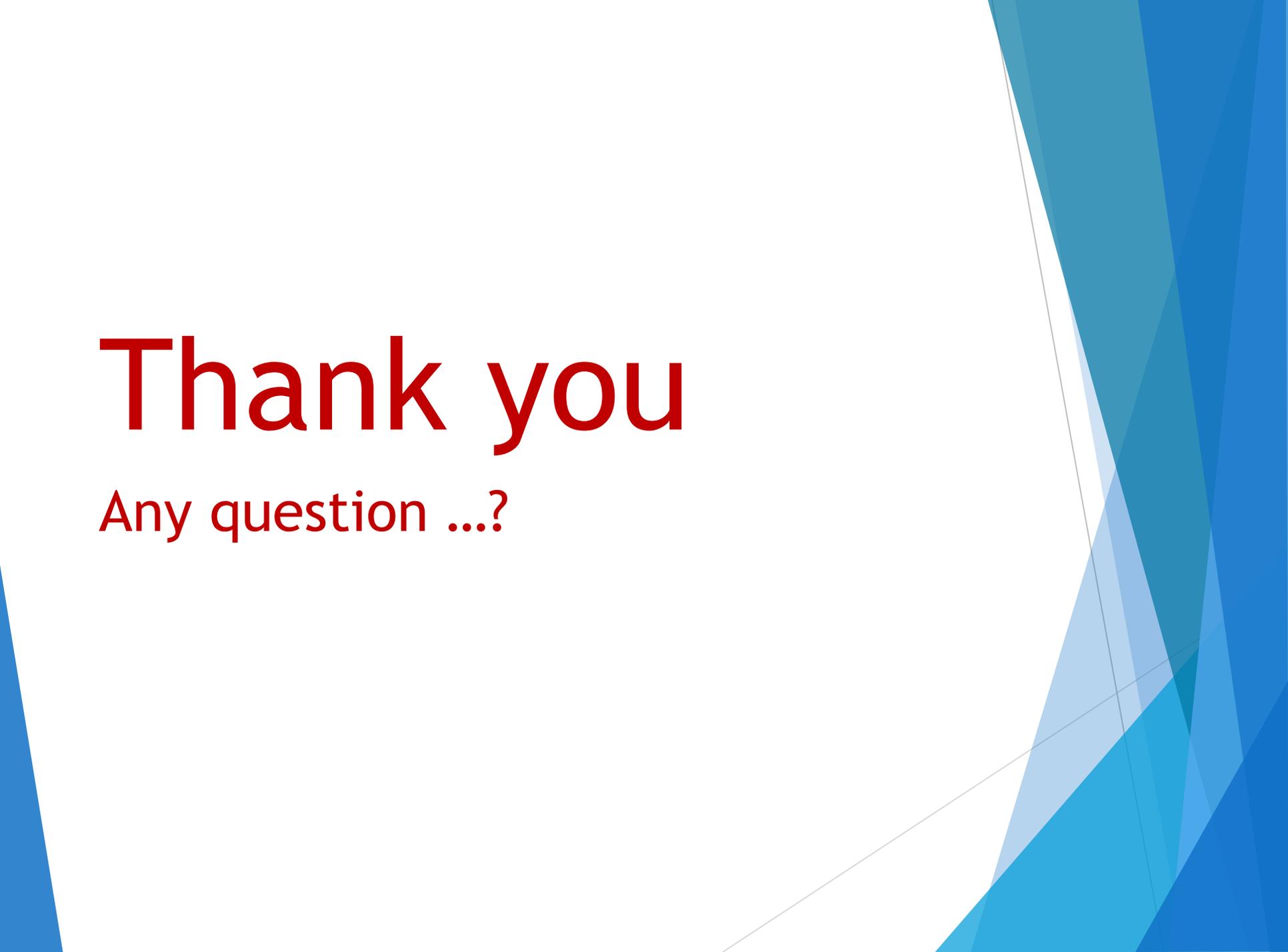


## 2- Comments

Finally, users can place the finishing touches on the document by using Compare & Protect groups.

- **Compare** allows the user to compare their current version with previous versions of the document. Microsoft Word stores each version of the document when it is saved.
- **The Protect** group allows the user to stop certain users from being able to edit or restrict others from making any changes to a document to make it read-only.



The background features abstract blue geometric shapes, including triangles and polygons, in various shades of blue, ranging from light to dark, positioned primarily on the right side of the slide.

# Thank you

Any question ...?