



# Computer Sciences I

First stage

Lecture 4

## **Introduction to Microsoft office word**

By

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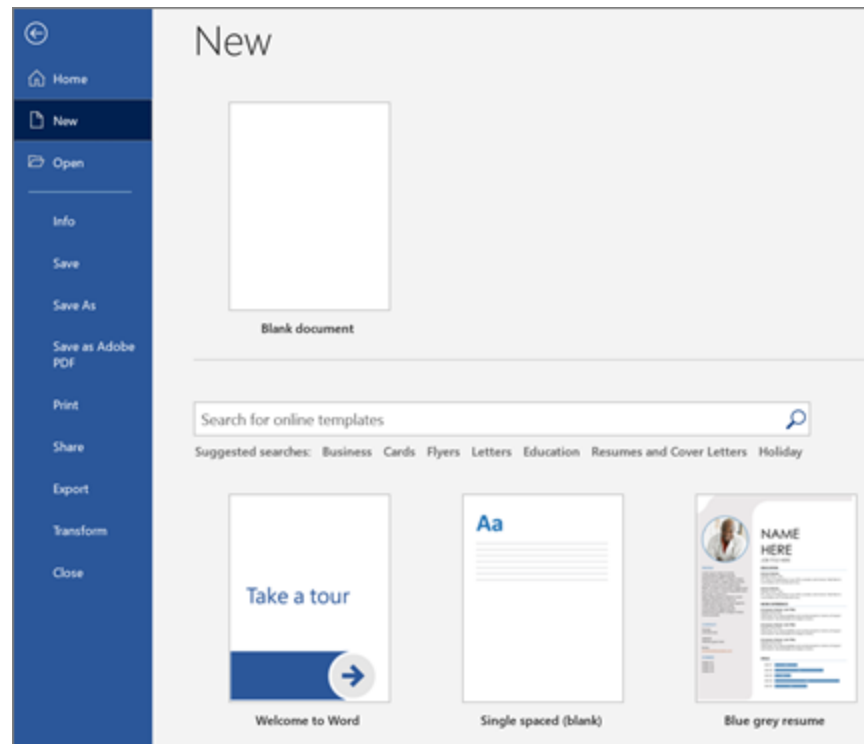
# Microsoft office word

With Word you can:

- Create a document from scratch or from a template.
- Add text, images, art, and videos.
- Research a topic and find credible sources.
- Access your documents from a computer, tablet, or phone via OneDrive.
- Share your documents and collaborate with others.
- Track and review changes

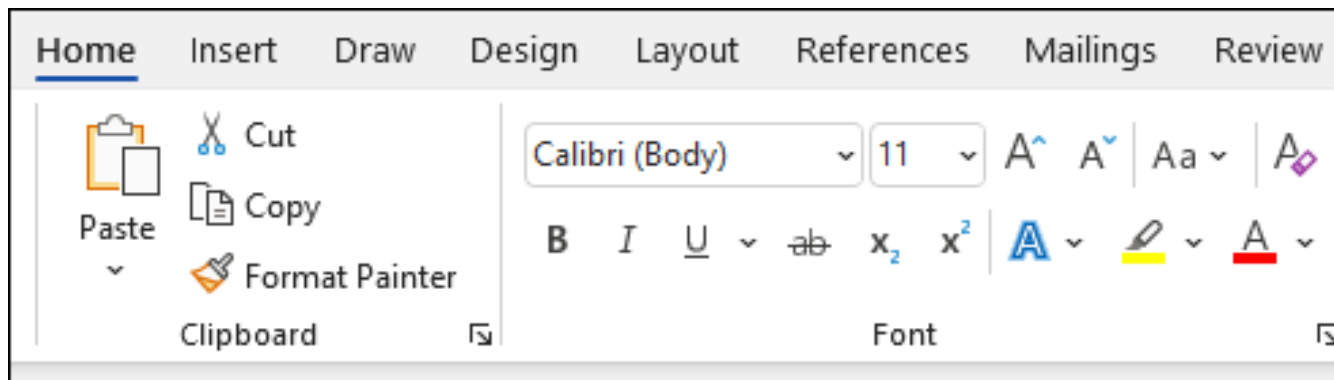
# Create a new document

1. On the **File** tab, select **New**.
2. Select **Blank document**, or double-click a template image or type the kind of document into the **Search for online templates** box and press **Enter**.



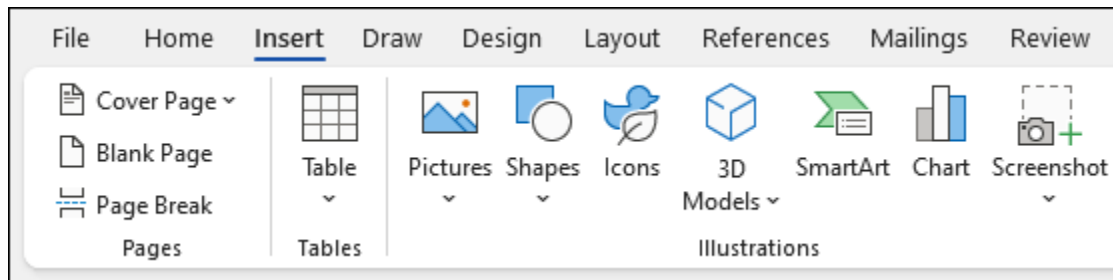
## Add and format text


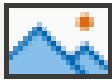





1. Click on your new blank page and type some text.
2. Select text to format and choose font options on the **Home** tab: **Bold**, **Italic**, **Bullets**, **Numbering**, and more.



# Add Pictures, Shapes, SmartArt, Chart, and more

1. Select the **Insert** tab.
2. Select what you want to add:



- **Tables** - choose  **Table**, hover over the size you want, and select it.
- **Pictures** - select  **Pictures**, browse for an image on your computer, a online stock image, or with an image search on Bing.
- **Shapes** - select  **Shapes**, and choose a shape from the drop-down.
- **3D Models** - select  **3D Models**, choose from a file or online source, pick the image you want, and select **Insert**.
- **SmartArt** - choose  **SmartArt**, pick a **SmartArt Graphic**, and select **OK**.
- **Chart** - select  **Chart**, choose the chart you want, and select **OK**.
- **Screenshot** - select  **Screenshot** and select one from the drop-down.

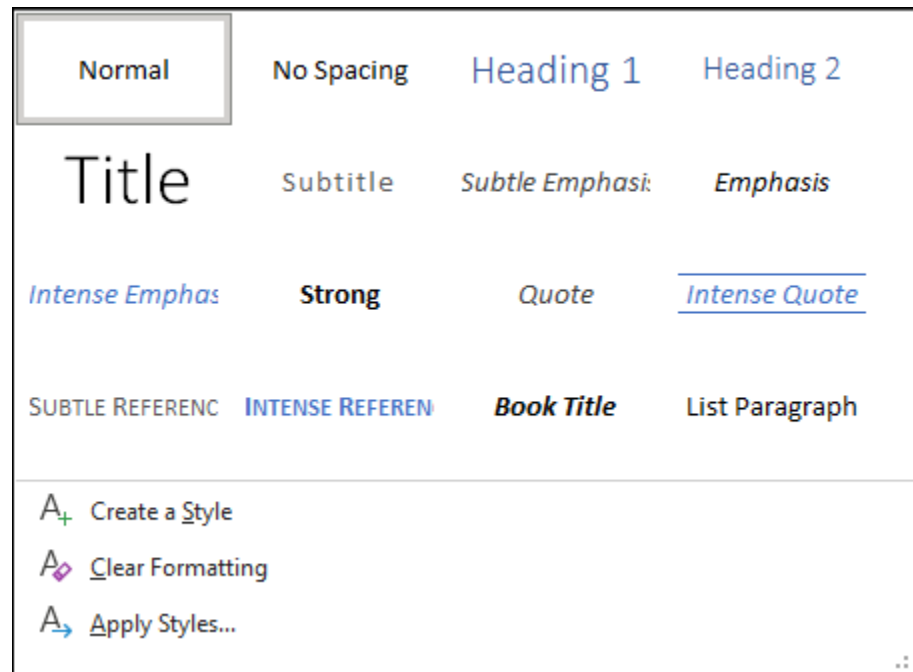
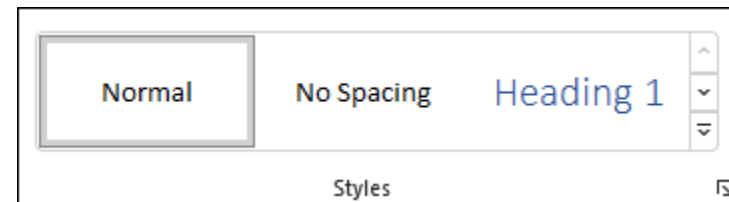
# Design and edit

## Use Styles

**Styles** templates apply a consistent font, font size, font color, and spacing to headings, paragraphs, and titling throughout your document.

1. Select the words, paragraph, list or table to edit.
2. On the Home tab, select a style.

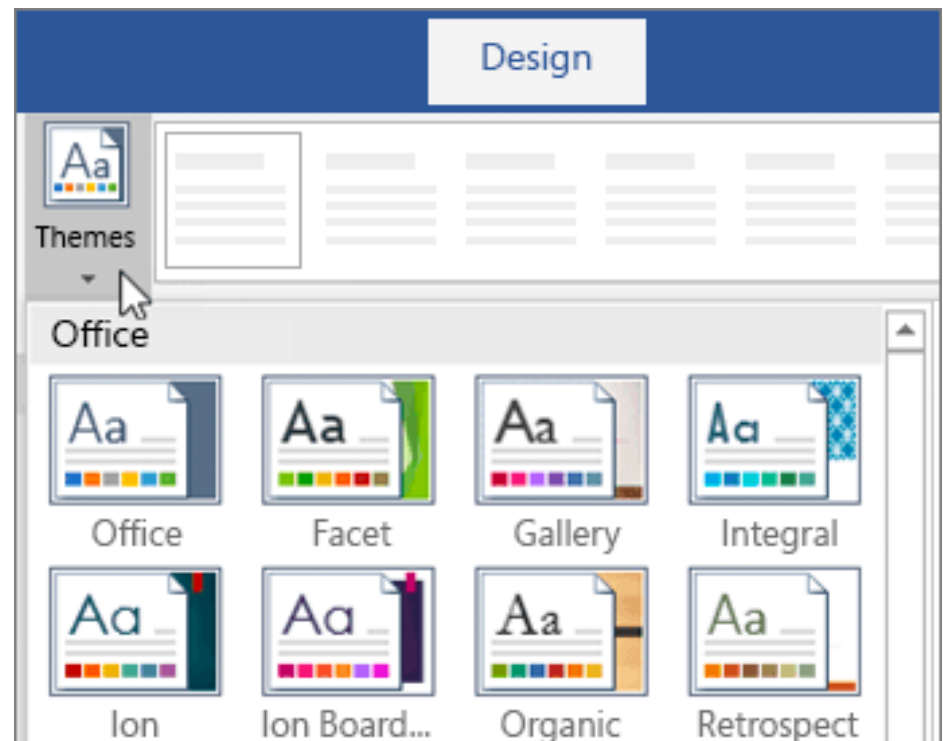
If you don't see the style you want, click the More button to expand the gallery.



# Apply Themes

**Themes** add a professional look to your document.

1. Select **Design** > **Themes**.
2. Point to a theme to preview how it will look.
3. Select the theme you want.





# Set up your mobile apps

Get to your files from anywhere - at work, at home, or on the go.  
Set up the Office apps on your mobile device.



Choose your mobile device



iOS



Android

## Add text

1. Place the cursor where you want to add the text.
2. Start typing.

## Replace text


1. Select the text you want to replace.
  1. To select a single word, double-click it.
  2. To select a line, click to the left of it.
2. Start typing.



## Format text

1. Select the text you want to format.
2. From the pop up toolbar or the **Home** tab, select an option to change the Font, Font Size, Font Color, or make the text bold, italics, or underline.

## Copy formatting

1. Select the text with the formatting you want to copy.
2. Click  **Format painter**, and then select the text you want to copy the formatting to.

# Create a list

## Create a list

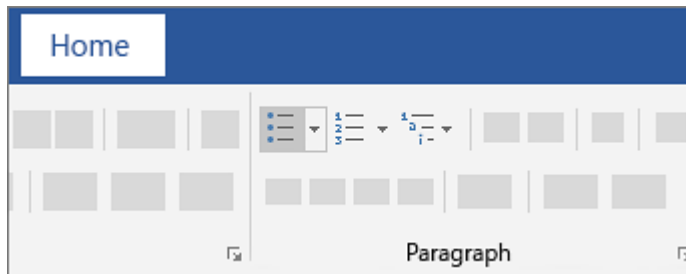
To start a numbered list, type **1, a period (.), a space, and** some text. Word will automatically start a numbered list for you.

Type\* **and a space before your text**, and Word will make a bulleted list.

To complete your list, press **Enter** until the bullets or numbering switch off.

## Create a list from existing text

1. Select the text you want to change into a list.
2. Go to **Home > Bullets** or **Home > Numbering**.



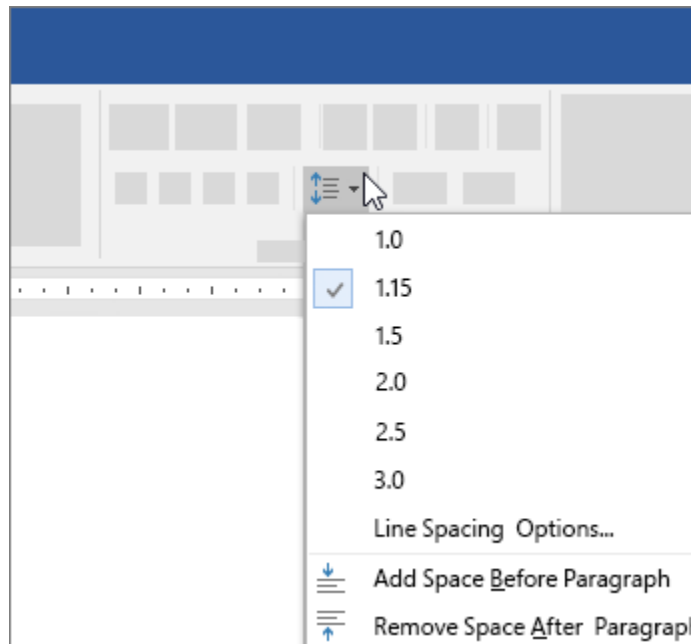
# Change the line spacing

Change line spacing for part of your document

1. Select the paragraphs you want to change.

2. Select **Home** > **Line and Paragraph Spacing**, and choose the spacing you want.

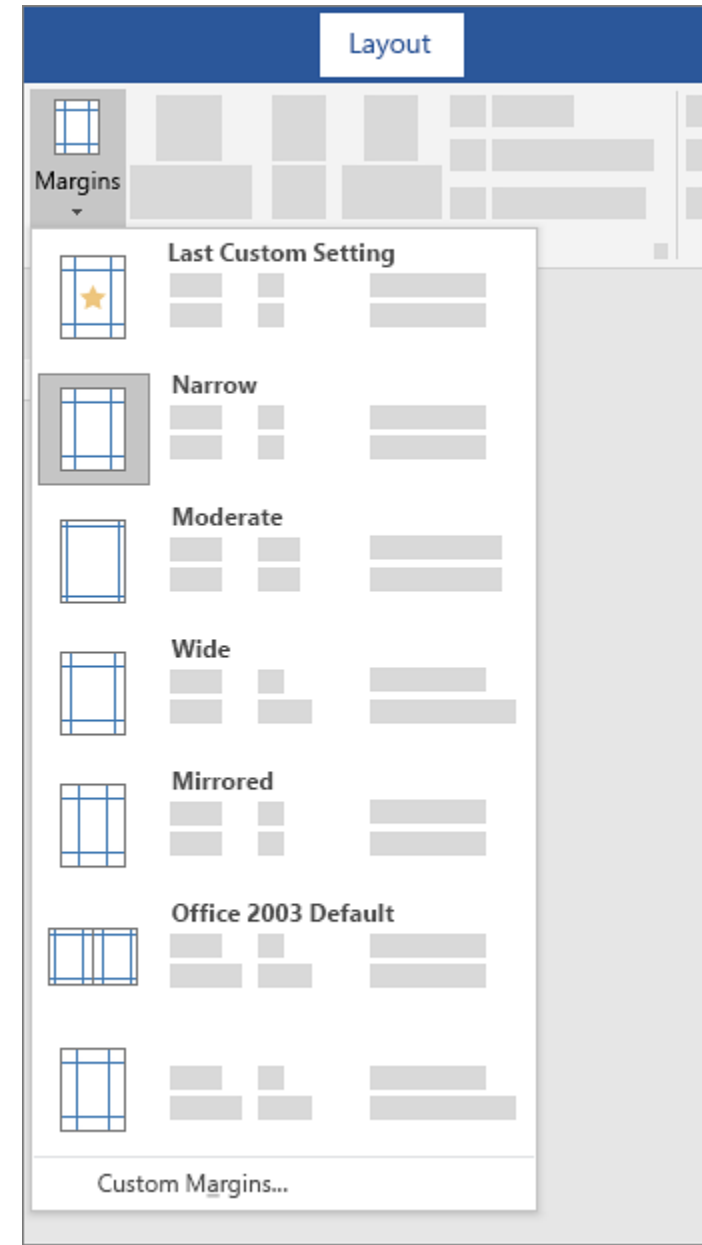
3. To customize spacing, select Line Spacing Options. You can adjust several areas including spacing before and after paragraphs.



# Change margins

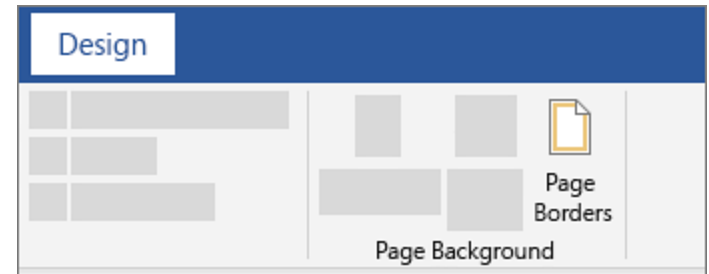
In Word, each page automatically has a one-inch margin. You can customize or choose predefined margin settings, set margins for facing pages, allow extra margin space to allow for document binding, and change how margins are measured.

1. Select **Layout** > **Margins**.
2. Select the margin configuration you want, or select **Custom Margins** to define your own margins.

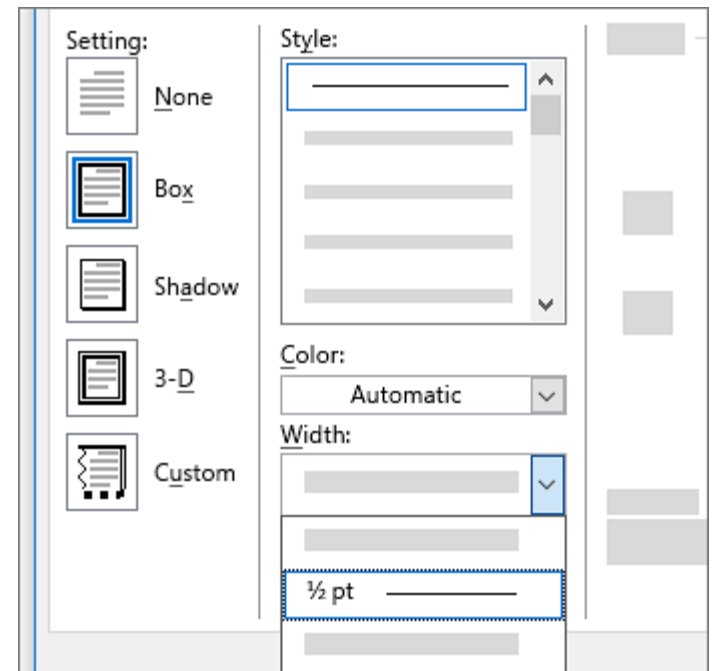


# Add a border to a page

1. Go to **Design** > **Page Borders**.

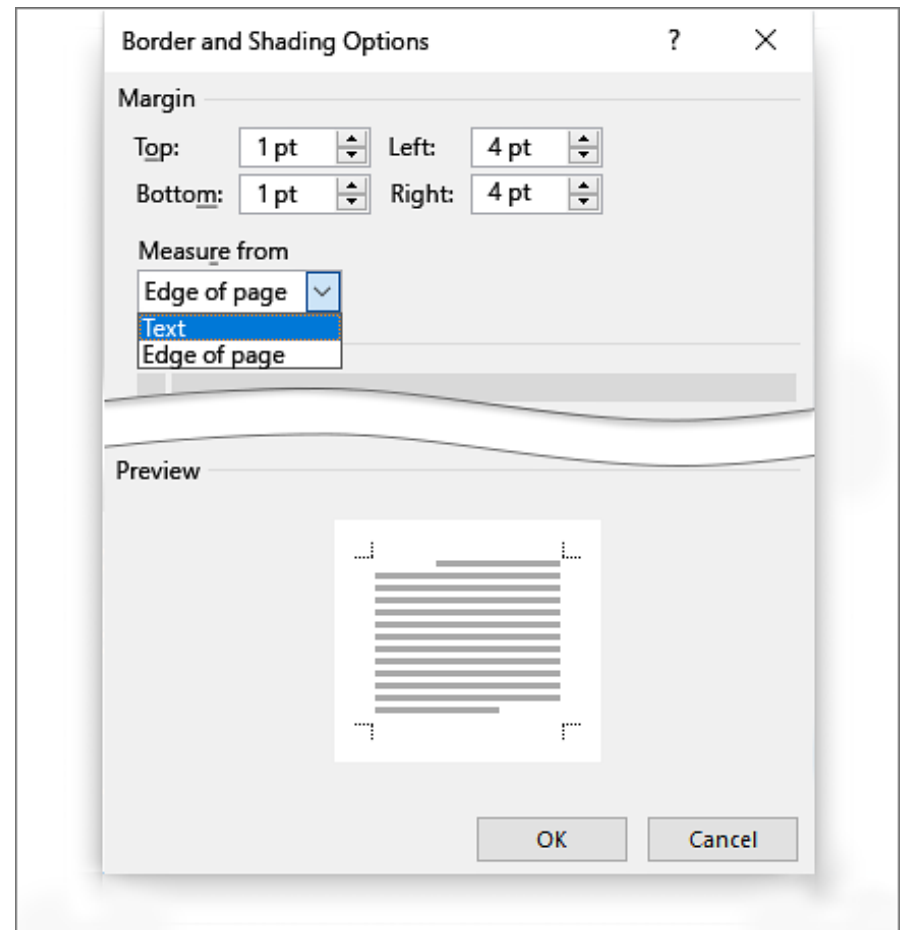


2. Make selections for how you want the border to look.



3. To adjust the distance between the border and the edge of the page, select **Options**. Make your changes and select **OK**.

4. Select **OK**.



# Insert a header or footer

1. Go to **Insert** > **Header** or **Footer**.

2. Choose the header style you want to use.

**Tip:** Some built-in header and footer designs include page numbers.

3. Add or change text for the header or footer. For more info on things you can do with headers.


4. To eliminate a header--like deleting it on the title page--select it and then check the **Different First Page** box.

5. Select **Close Header and Footer** or press Esc to exit.

To delete, select **Insert** > **Header** (or **Footer**) > **Remove Header** (or **Remove Footer**).



## Insert page numbers

1. On the **Insert** tab, select  **Page Number**, and then choose the location and style you want.
2. If you don't want a page number to appear on the first page, select **Different First Page**.
3. If you want numbering to start with 1 on the second page, go to **Page Number > Format Page Numbers**, and set **Start at** to **0**.
4. When you're done, select **Close Header and Footer** or press Esc.



Thank you ..