



Lecture 1

Introduction to Microsoft office word

By

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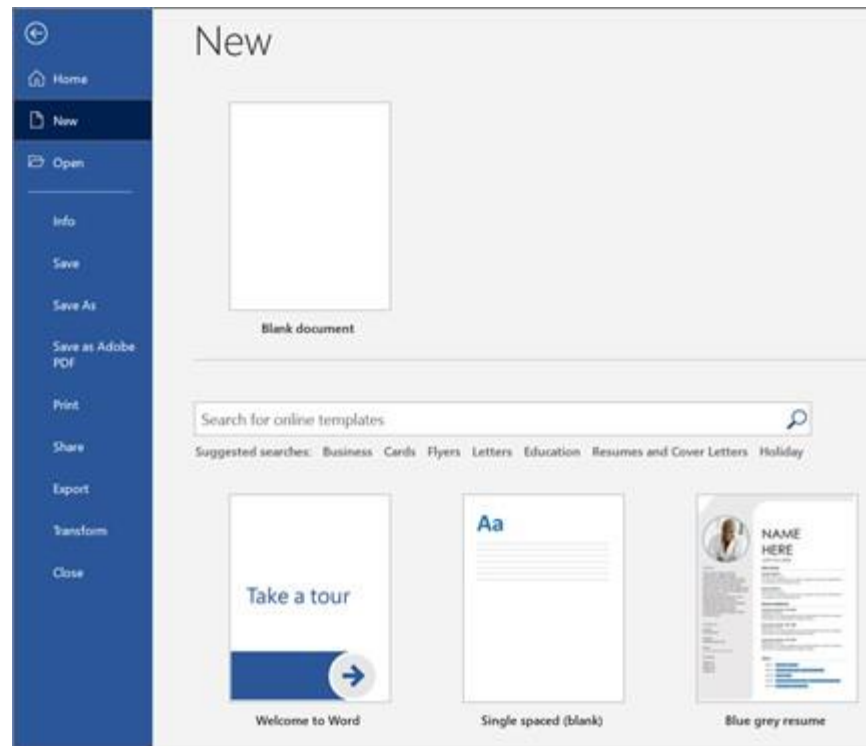
Microsoft office word

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

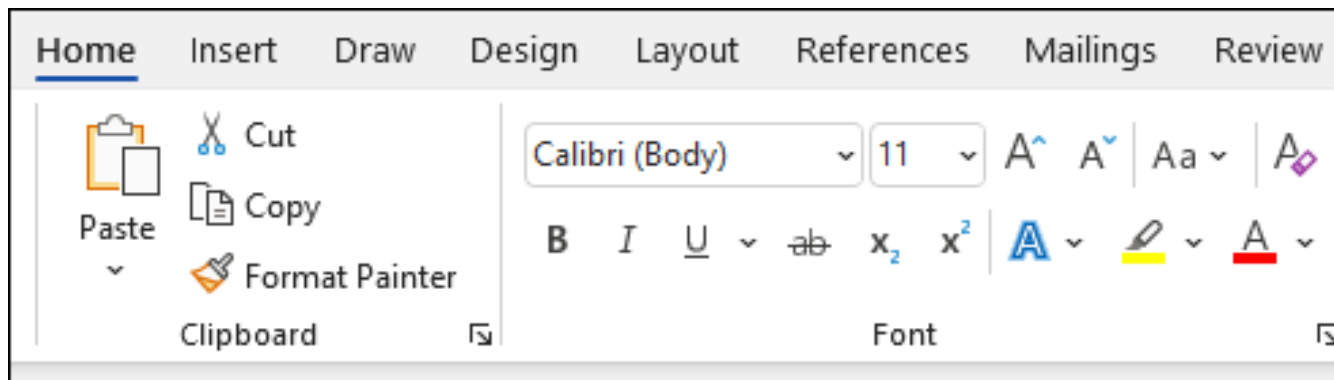
Create a new document

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**.



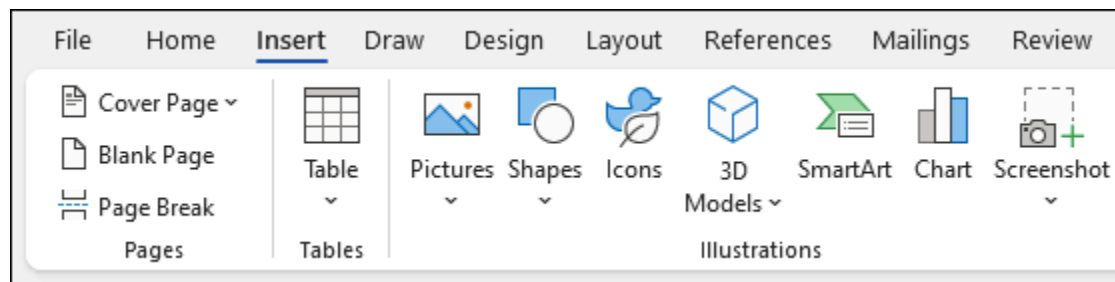
Add and format text


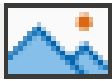





1. Click on your new blank page and type some text.
2. Select text to format and choose font options on the **Home** tab: **Bold**, **Italic**, **Bullets**, **Numbering**, and more.



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.

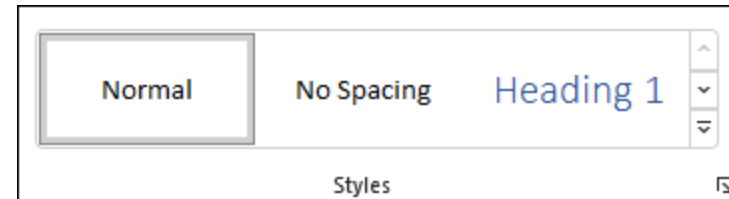
Design and edit

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.

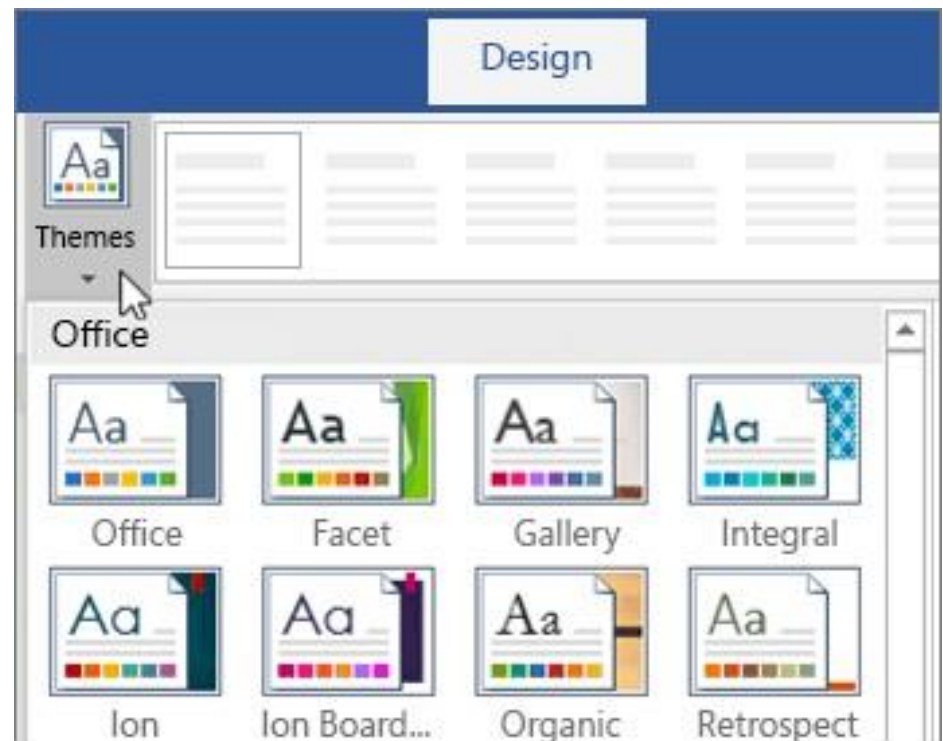
If you don't see the style you want, click the More button to expand the gallery.



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

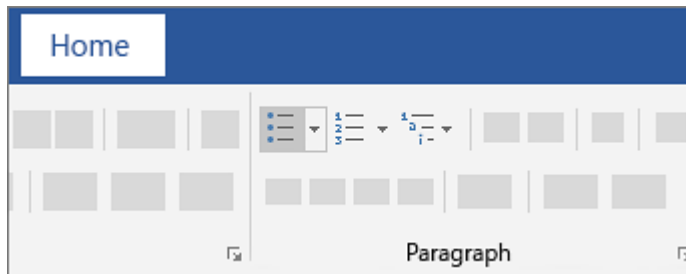
To start a numbered list, type **1, a period (.), a space, and** some text. Word will automatically start a numbered list for you.

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

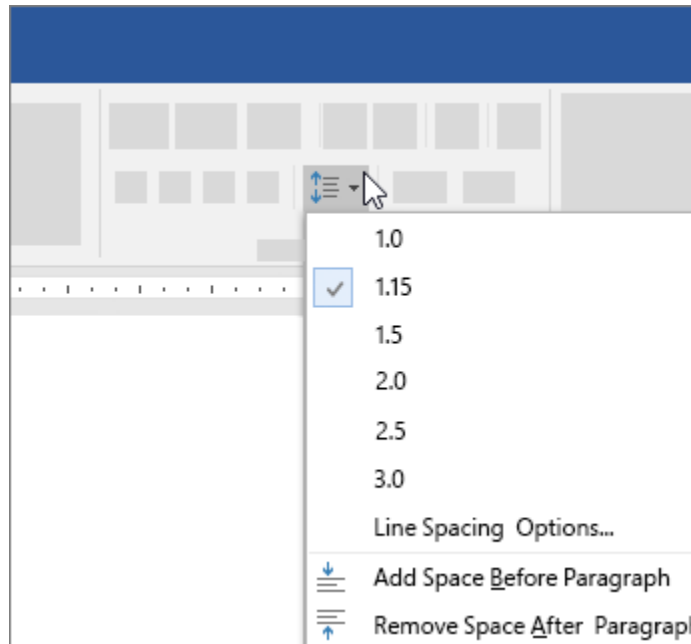
1. Select the text you want to change into a list.
2. Go to **Home > Bullets** or **Home > Numbering**.



Change the line spacing

Change line spacing for part of your document

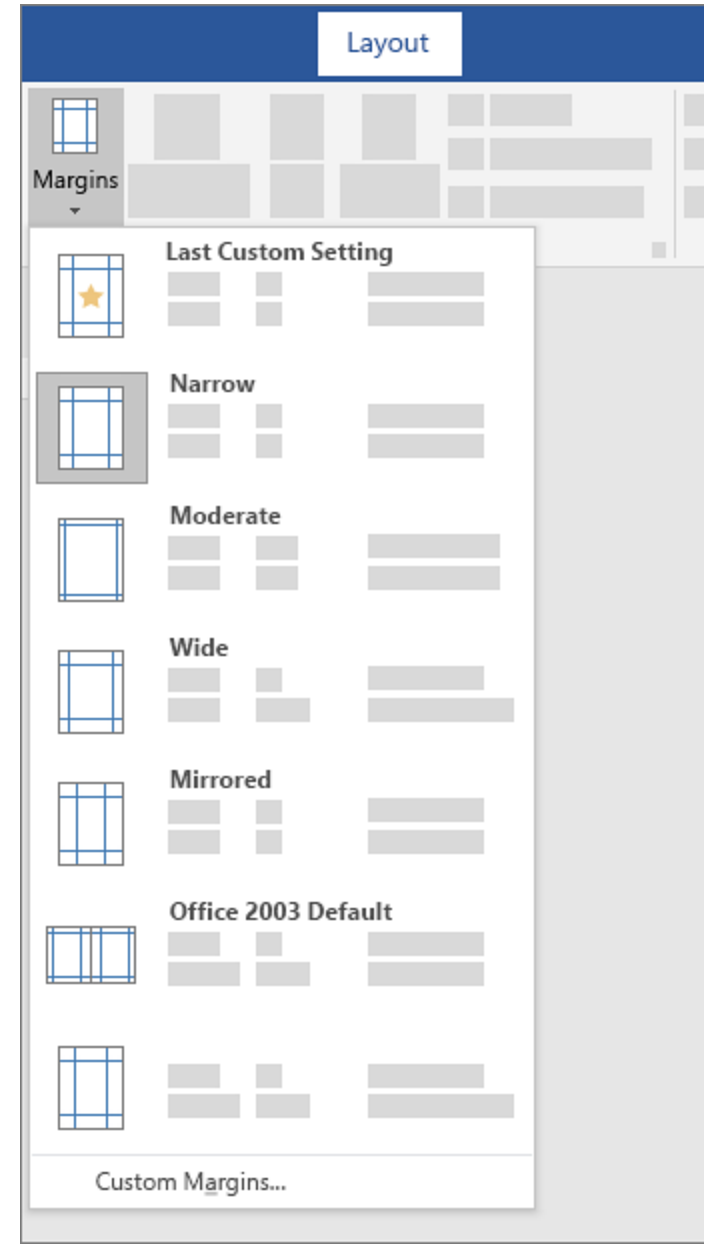
1. Select the paragraphs you want to change.
2. Select **Home** > **Line and Paragraph Spacing**, and choose the spacing you want.
3. To customize spacing, select Line Spacing Options. You can adjust several areas including spacing before and after paragraphs.



Change margins

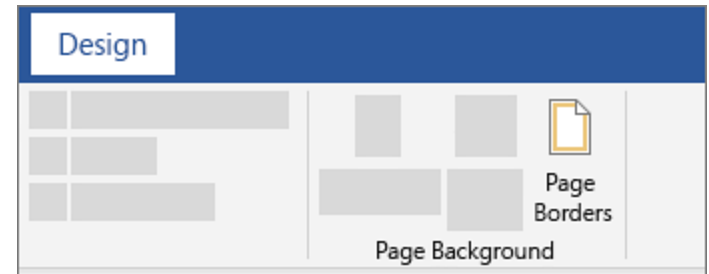
In Word, each page automatically has a one-inch margin. You can customize or choose predefined margin settings, set margins for facing pages, allow extra margin space to allow for document binding, and change how margins are measured.

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

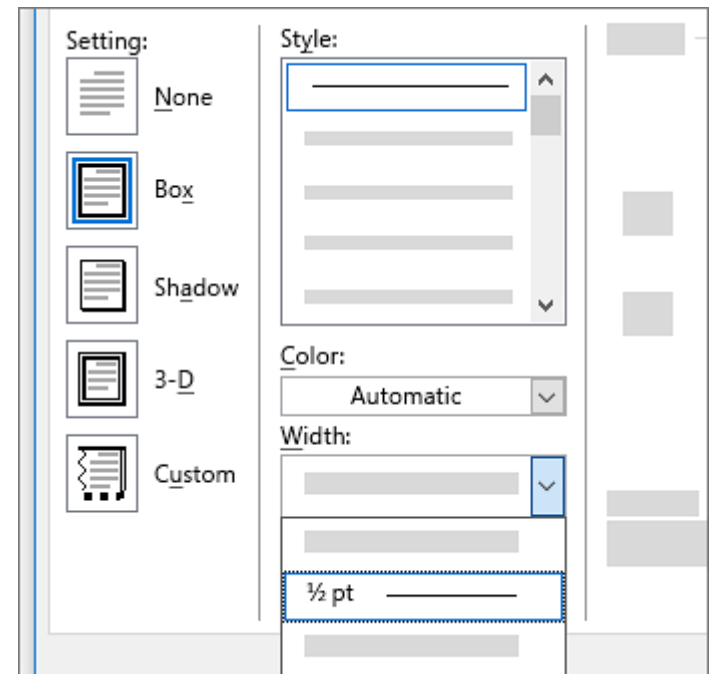


Add a border to a page

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

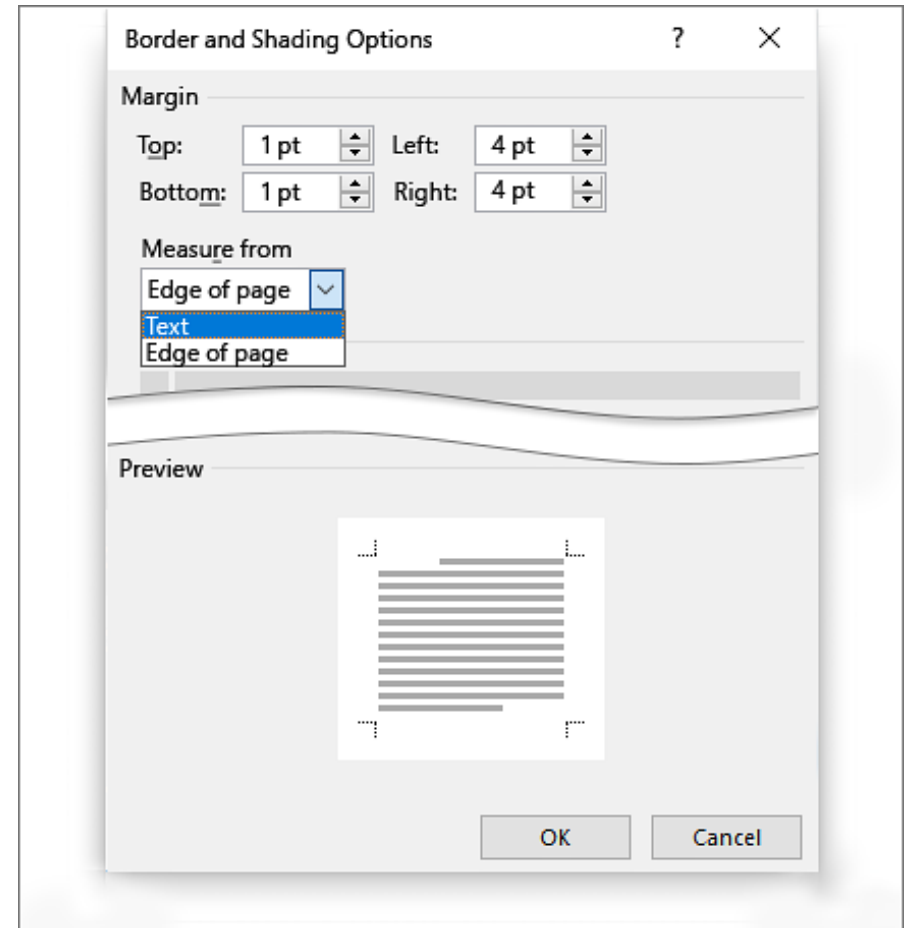


2. Make selections for how you want the border to look.



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**).

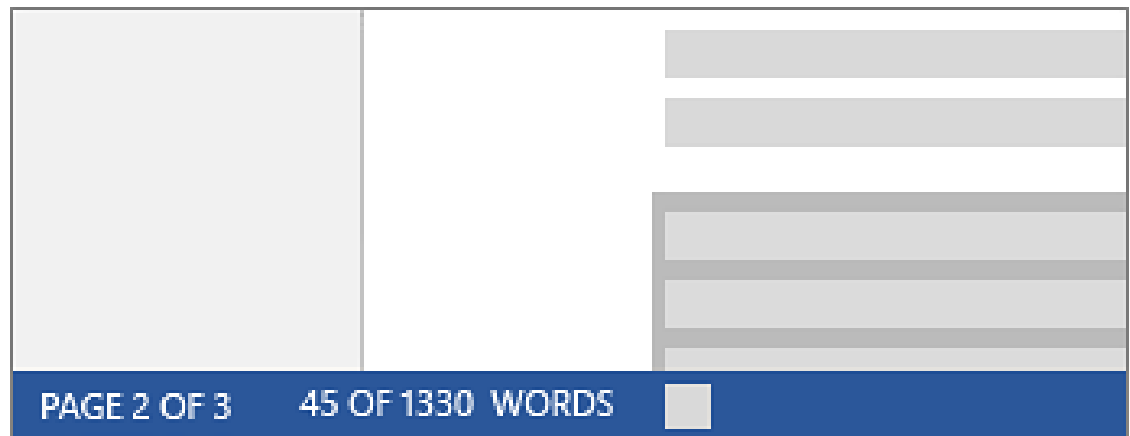
Insert page numbers

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.

Show word count

Word counts the number of words in a document while you type. Word also counts pages, paragraphs, lines, and characters.

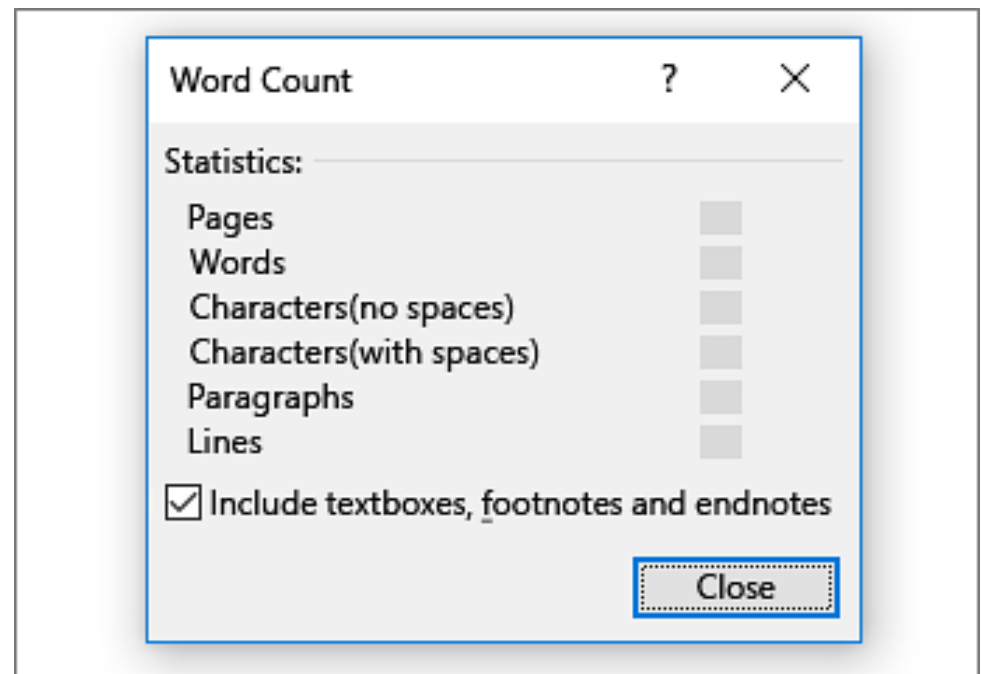
When you need to know how many words, pages, characters, paragraphs, or lines are in a document, check the status bar.



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.

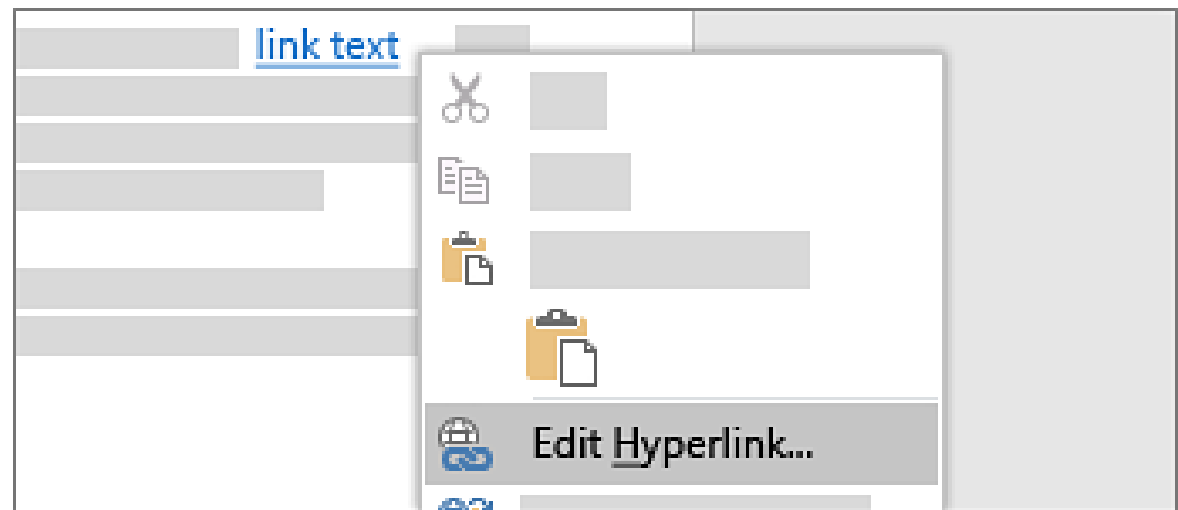
Find the number of characters, paragraphs, and lines by clicking on the word count in the status bar.



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**.

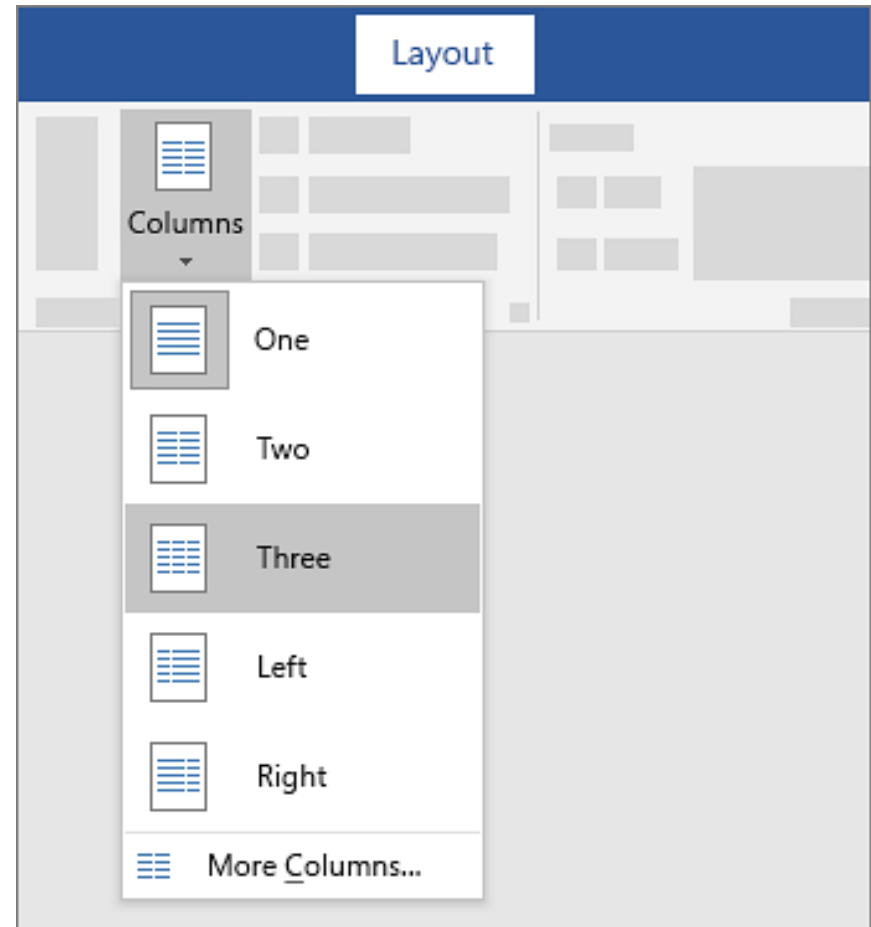


Create newsletter columns

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

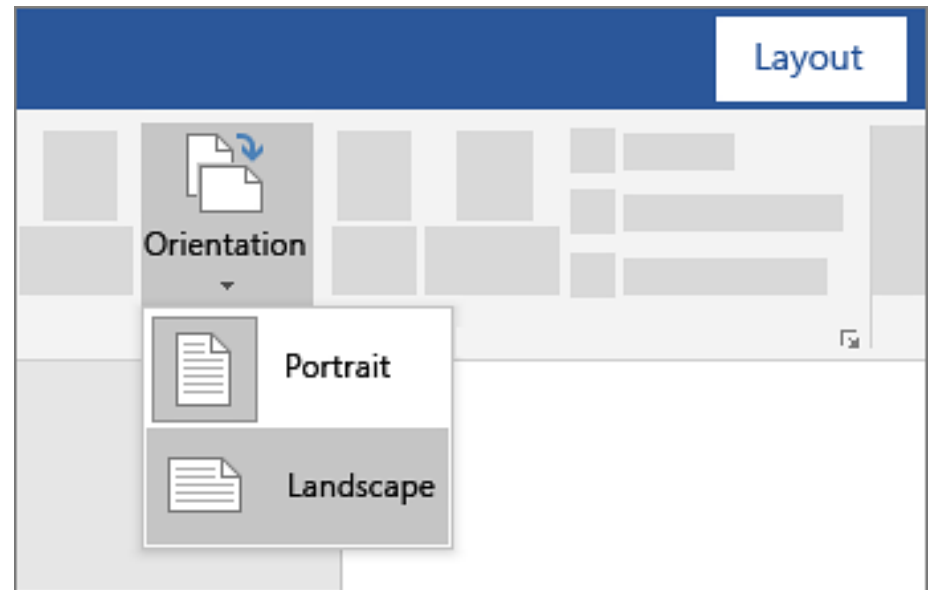
1. Select the paragraphs you want to lay out in columns.
2. Select **Layout** > **Columns**, and then choose the options you want.



Change page orientation to landscape or portrait

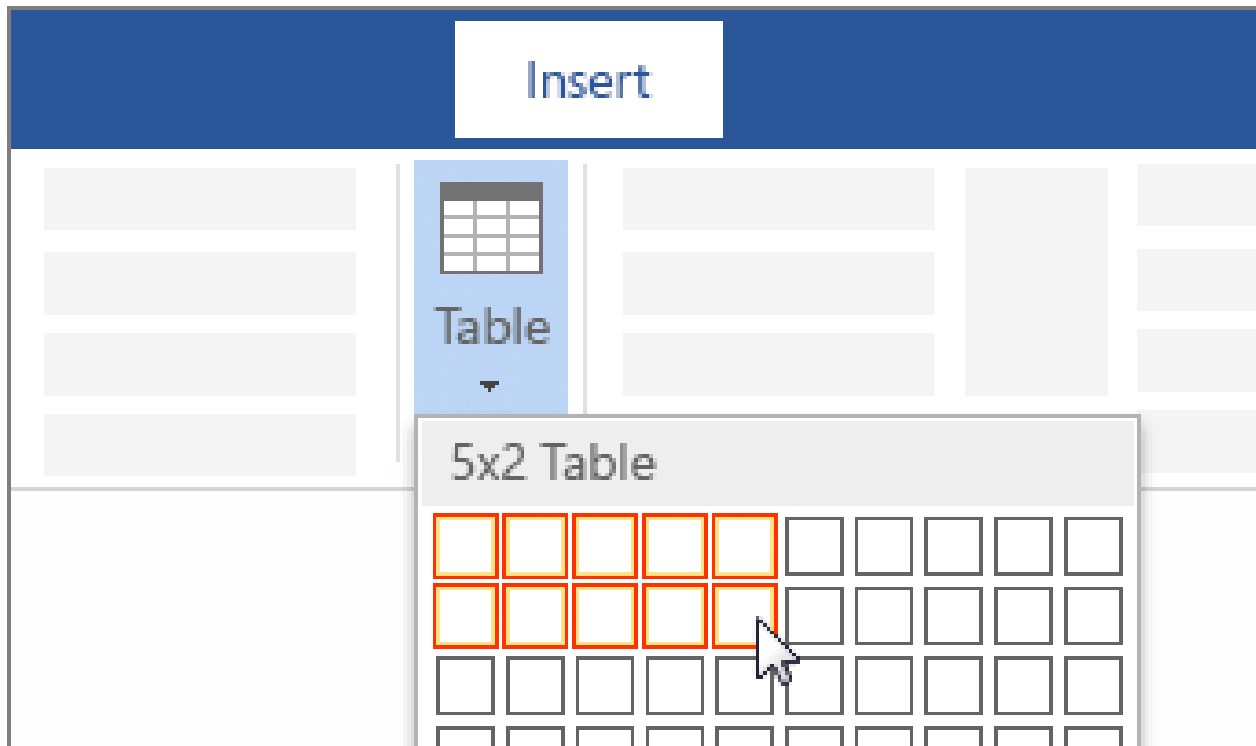
Change orientation of whole document

- 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

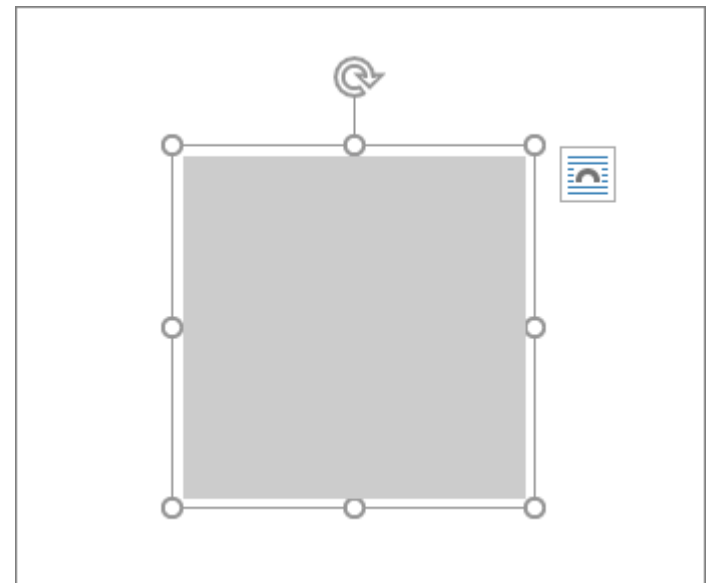
1. Do one of the following:

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.

1. Select the picture you want, and then select **Insert**.

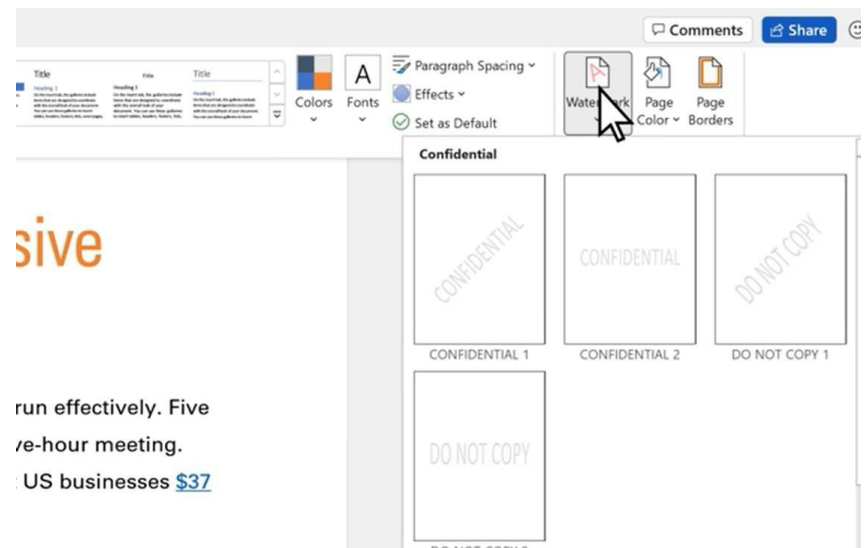
Resize or move pictures

- 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

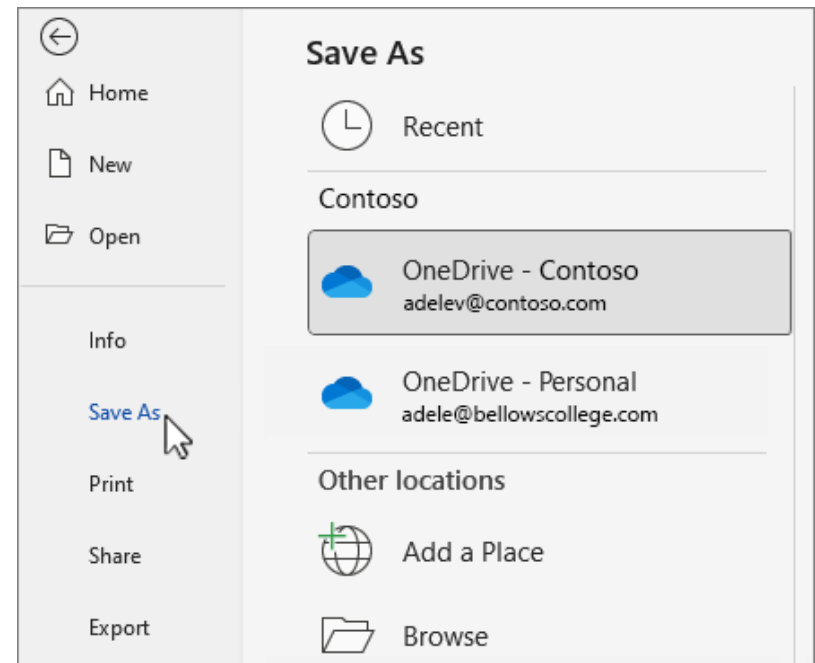
1. On the **Design** tab, select **Watermark**.
2. Choose a pre-configured watermark, like DRAFT, CONFIDENTIAL, or DO NOT COPY.
3. For placing a logo or image, Select **Watermark > Custom Watermark > Picture watermark > Select Picture**. On the same menu you can create a custom text watermark.



Save a document

Save your document to any location, like your desktop.

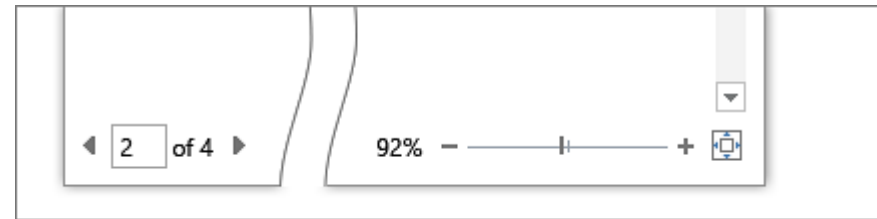
1. On the **File** tab, select **Save As** or **Save a Copy**.
2. Select **Browse**, and navigate to any location including the Desktop
3. Enter a name, and select  **Save**.



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**.

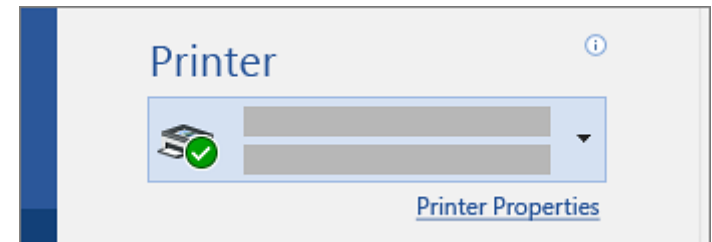
2. To see each page, click the arrow at the bottom of the preview, and if the text is too small, use the zoom slider to adjust it.



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**.



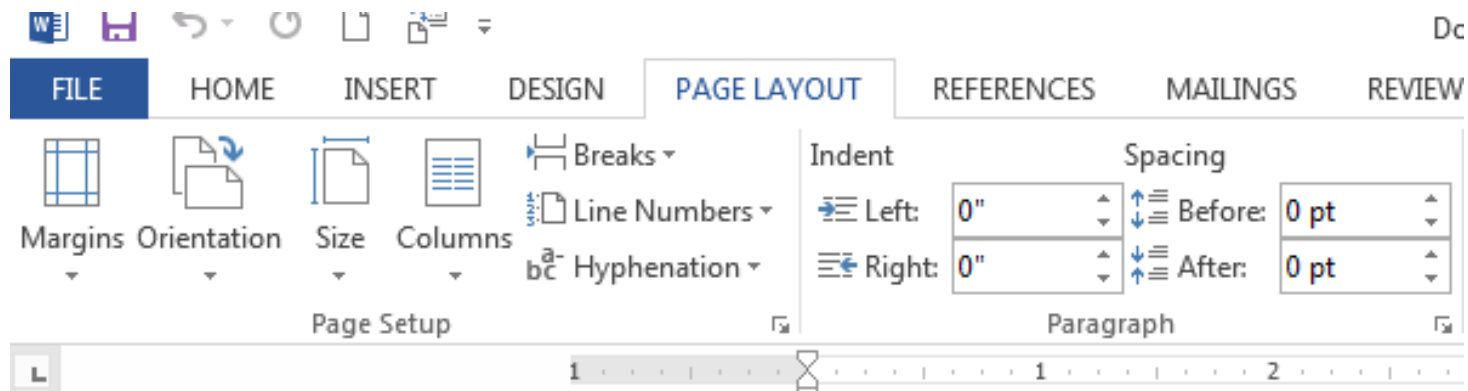
Keyboard shortcuts

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

Page Layout Tab

- This tab contains groups of commands that produce a formatted document's layout for the entire document or sections of the document.



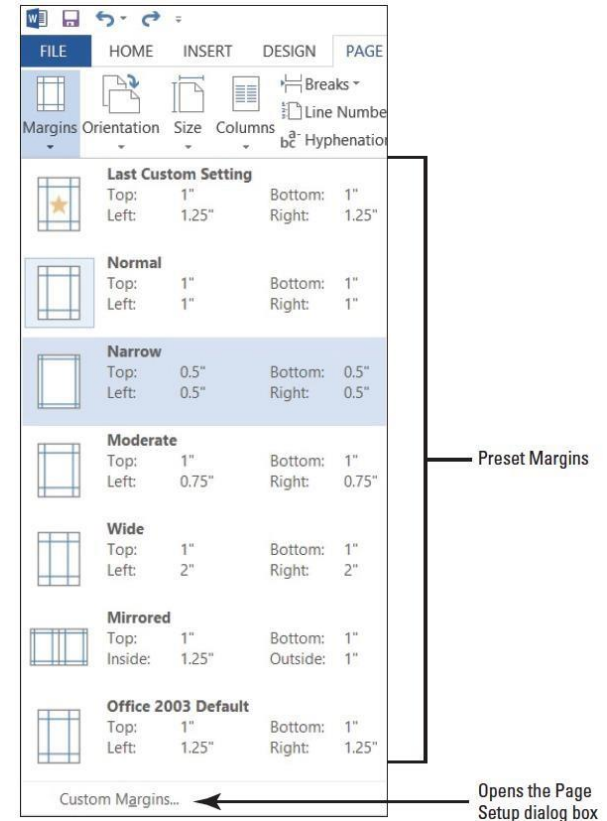


Setting Page Layout

- The layout of a page helps communicate your message.
- Although the content of your document is important, having correct margins, page orientation and paper size all help the document's readability and appearance.

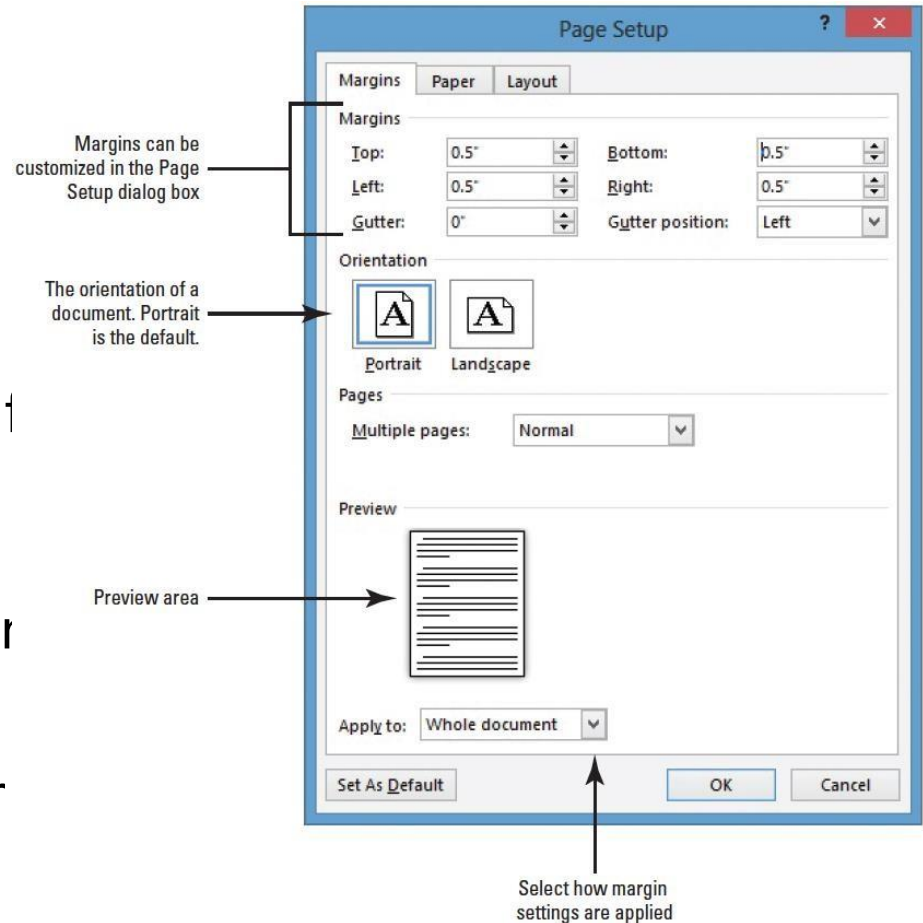
Margins

- White space that borders the top, bottom, and sides of a document.
- By default, 1" is the margins in Word.
- You can select preset margins or set Custom margins.



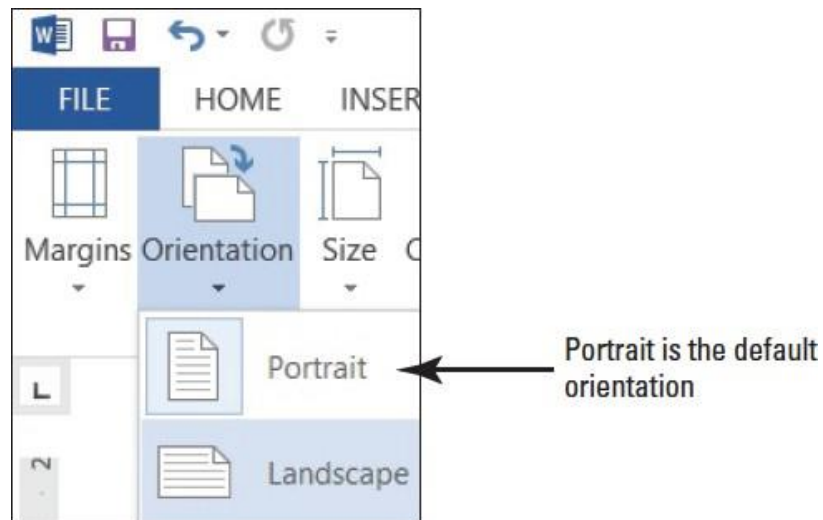
Set Margins

- Click **Custom Margins** to open the *Page Setup* dialog box shown at right.
- Notice at the bottom of the Page Setup dialog Box that you have another drop down option. This allows you to apply the margins to the entire document or just part.



Page Orientation

- In the Page Setup group of the Page Layout tab, you can click the drop-down arrow to display the Orientation menu.
- Portrait = commonly used for business documents. The document is taller than wider.
- Landscape = used for brochures, graphics, tables. Document is wider than taller.

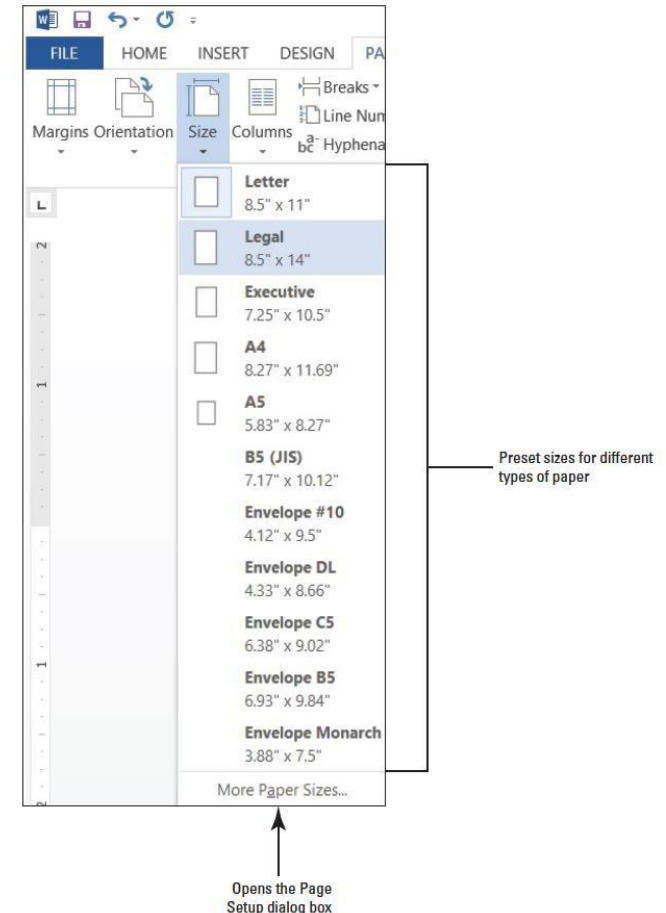


Another Way to Select a Page Orientation

- By clicking the **File** tab, and then click **Print**, you can preview the document in Backstage view.
- Under Settings, you see another way to change the Orientation.
- Also, notice you can access Page Setup dialog box from the Print screen.
- It is good practice to preview your document before printing to ensure the text will print correctly.

Choose a Paper Size

- From the Page Setup group of the Page Layout tab, click the drop-down arrow to display the Size menu. A variety of preset sizes are shown.
- Selecting a paper size can also be Done in the Backstage View under Settings.

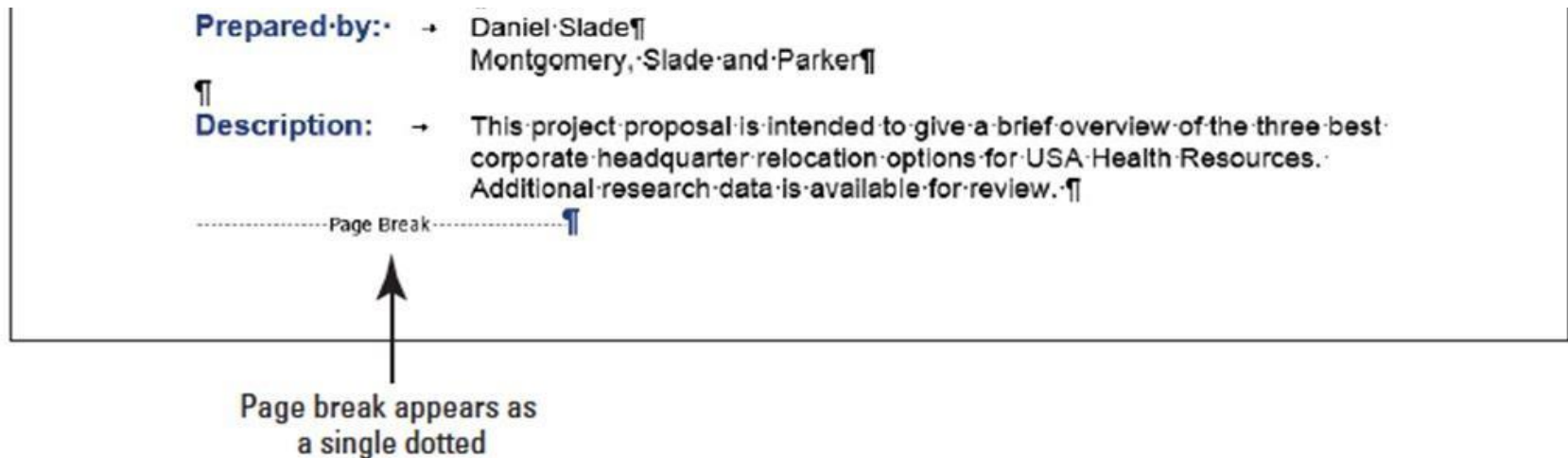


Working with Breaks

- Word automatically starts a new page when the text reaches the bottom of the page.
- However, you might want to control where a page or section breaks.
- You can insert and remove these breaks and also control hyphenation or set nonbreaking spaces in Word.

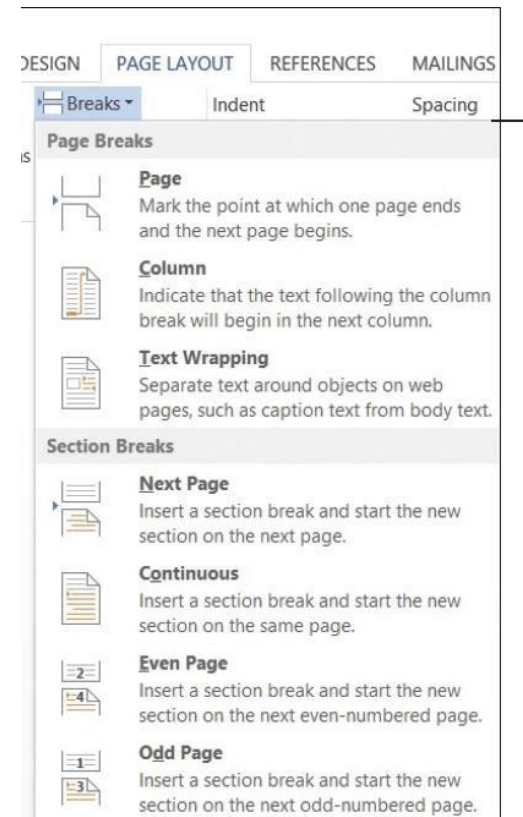
Insert a Manual Page Break

- A page break is the location in a document where one page ends and a new page begins.
- Manual page breaks display as a single dotted line with the words Page Break in the center when you turn on the Show/Hide button.



Insert a Manual Page Break

- On the Page Layout tab, in the Page Setup group, click the drop-down arrow to display the **Breaks** menu. The Breaks menu appears, as shown at right.
- Select **Page** from the menu and a manual page break is inserted, and text is forced to the next page.
- Page break will begin at Location of your cursor.



The two types of breaks are Page Breaks and Section Breaks

Insert a Manual Page Break

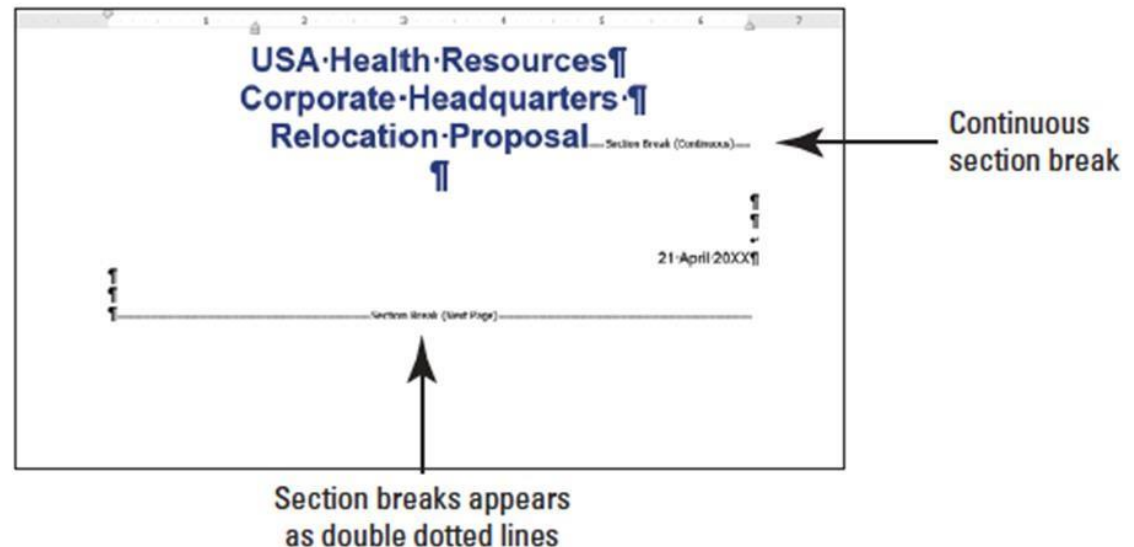
- Another option to insert a manual page break is to position the insertion point where you want the break and press **Ctrl+Enter** to enter a manual page break using the keyboard shortcut.

Remove a Manual Page Break

- select the **Page Break** marker. (remember you may have to turn on the show/hide)
- Press the **Backspace** key. The page break is deleted.

Section Breaks

- A section break is used to create multiple sections in the same document.
- You can create different sections on the same page.
- Each section can have its own layout or formatting.
- A section break appears with a dotted double line labeled Section Break.
- You can select and delete section breaks just as you can remove page breaks.



Section Break Options

- There are 4 available options for creating Section Breaks in Word:

Type	Description
Next Page	Inserts a section break and starts the new section on the next page
Continuous	Inserts a section break and starts the new section on the same page
Even Page	Inserts a section break and starts the new section on the next even numbered page
Odd Page	Inserts a section break and starts the new section on the next odd numbered page.

Section Breaks

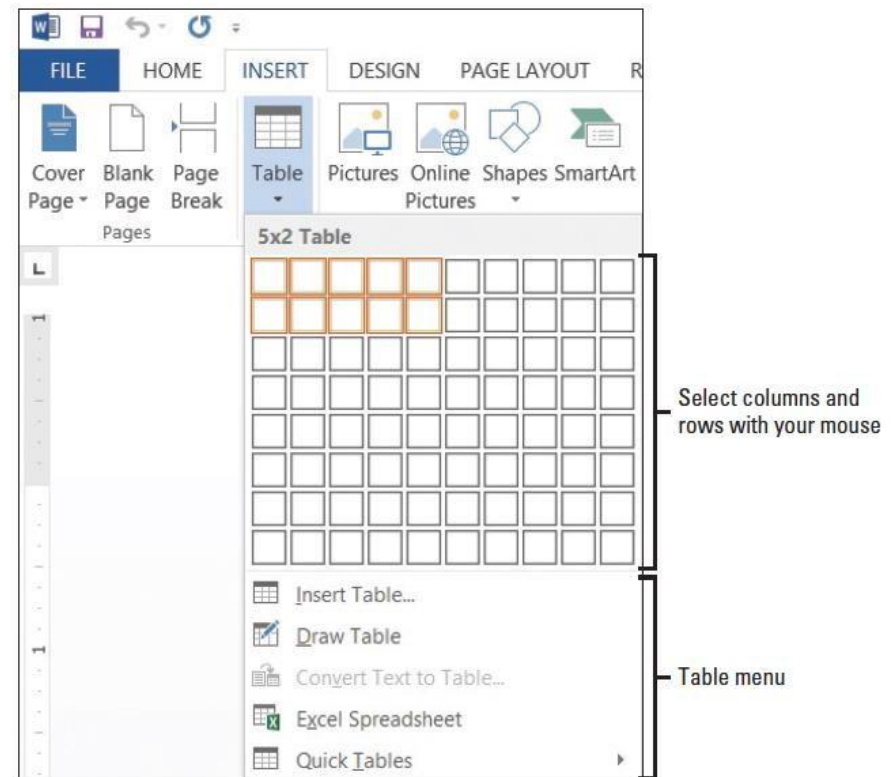
- Section breaks can be used to change the types of formatting for:
 - Columns
 - Footnotes and endnotes
 - Headers and footers
 - Line numbering
 - Margins
 - Page borders

Tables

- Table is an arrangement of data made up of horizontal rows and vertical columns.
- Cells are the rectangles that are formed when rows and columns intersect.
- Tables are ideal for organizing information.
- Word provides several options for creating tables.

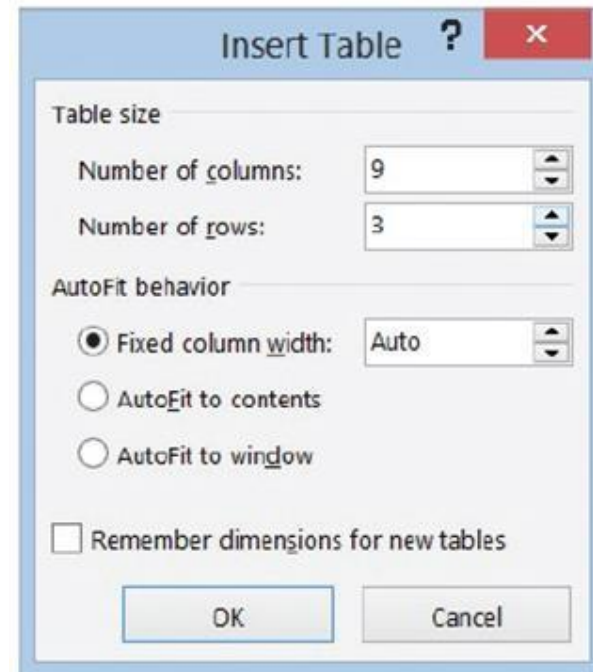
Insert a Table by Dragging

- Tables can be inserted using the Insert tab on the **Tables** group.
- Use your cursor to drag Over the rows and columns To create a table.
- Using this method you can Create a table with up to 8 rows and 10 columns



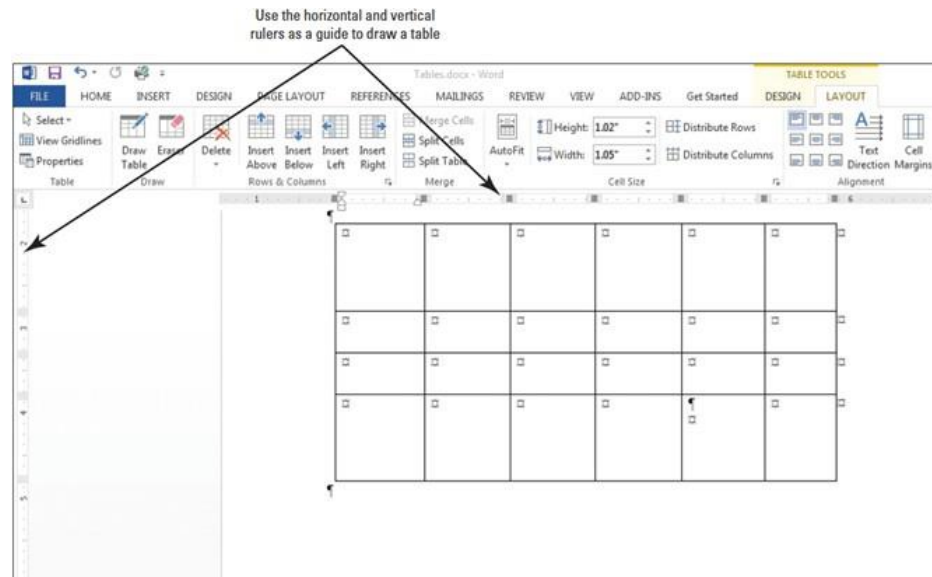
Use the Insert Table Dialog Box

- On the Insert tab, in the Tables group, click the **Table** button to open the Insert Table menu.
- Insert Table Dialog box lets you create large tables by specifying up to 63 columns and thousands of rows.



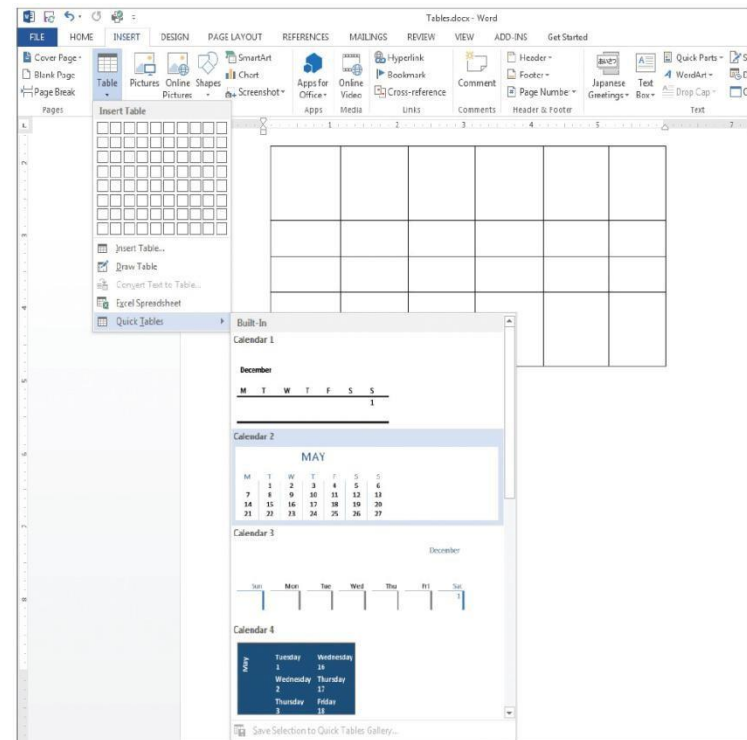
Draw a Table

- Word provides the option to draw complex tables using the Draw Table command which lets you draw a table as you would with a pencil and paper.
- The Draw Table command transforms the mouse into a pencil tool.



Insert a Quick Table

- Quick tables are built-in preformatted tables like calendars.
- Insert tab, in the Tables group, click the **Table** button to open the Insert Table menu.
- On the menu, just below the rows and columns, select **Quick Tables** from the menu. A gallery of built-in Quick Tables appears, as shown at right.

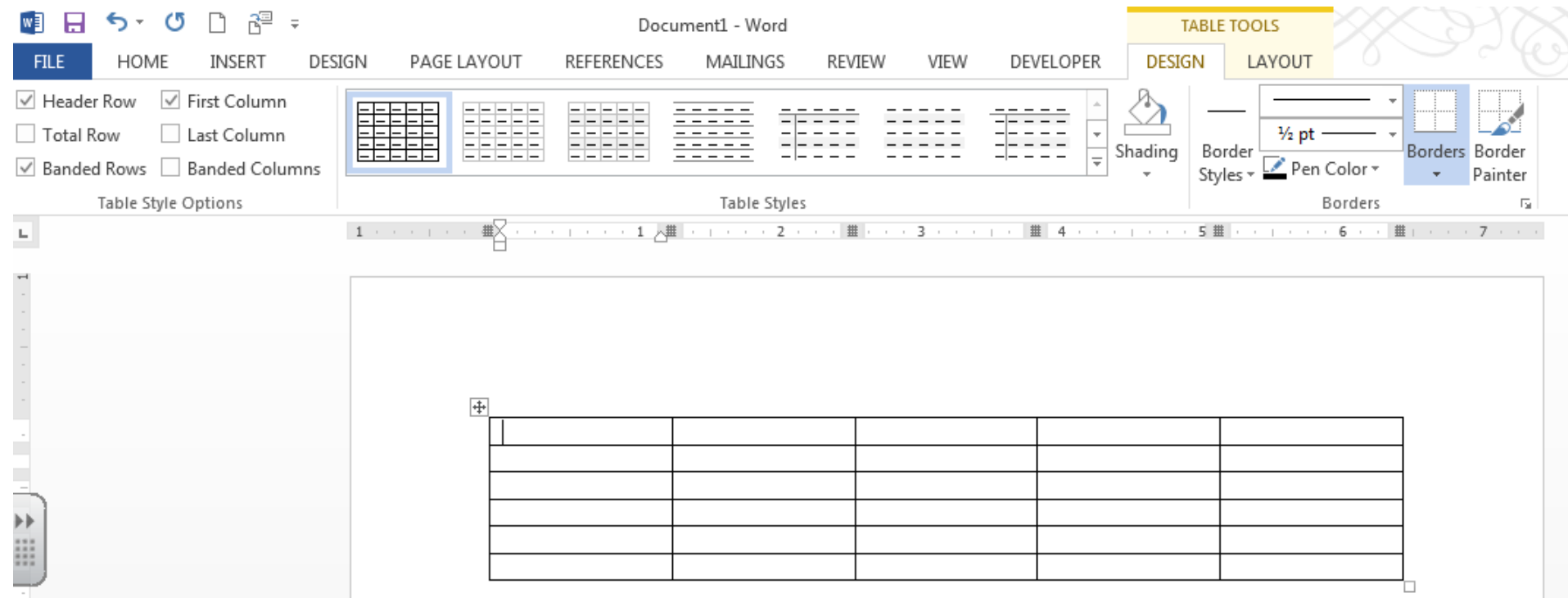


Insert Data in a Table

- To add text to a table, your insertion point must be placed in the table where the data will be added.
- To move to the next cell in a table, use the Tab key
- To move to a previous cell press Shift + Tab.
- you can also use your mouse to point and click in the cell to enter text.
- Text will automatically wrap around inside of a cell.

Contextual Tab

- After inserting a table, Word displays a contextual tab above the Ribbon.



Apply a Style to a Table

- With Table Styles it is easy to quickly change a table's formatting.
- You can apply styles to tables in much the same way as you apply styles to text.
- You can preview the style before applying it and change the style as many times as needed.
- You can modify an existing table or create a new table style and add it to the gallery.

Apply a Style to a Table

To apply a specific Style just hover the Cursor over the Style. Live preview Allows you to see How the table will Look.

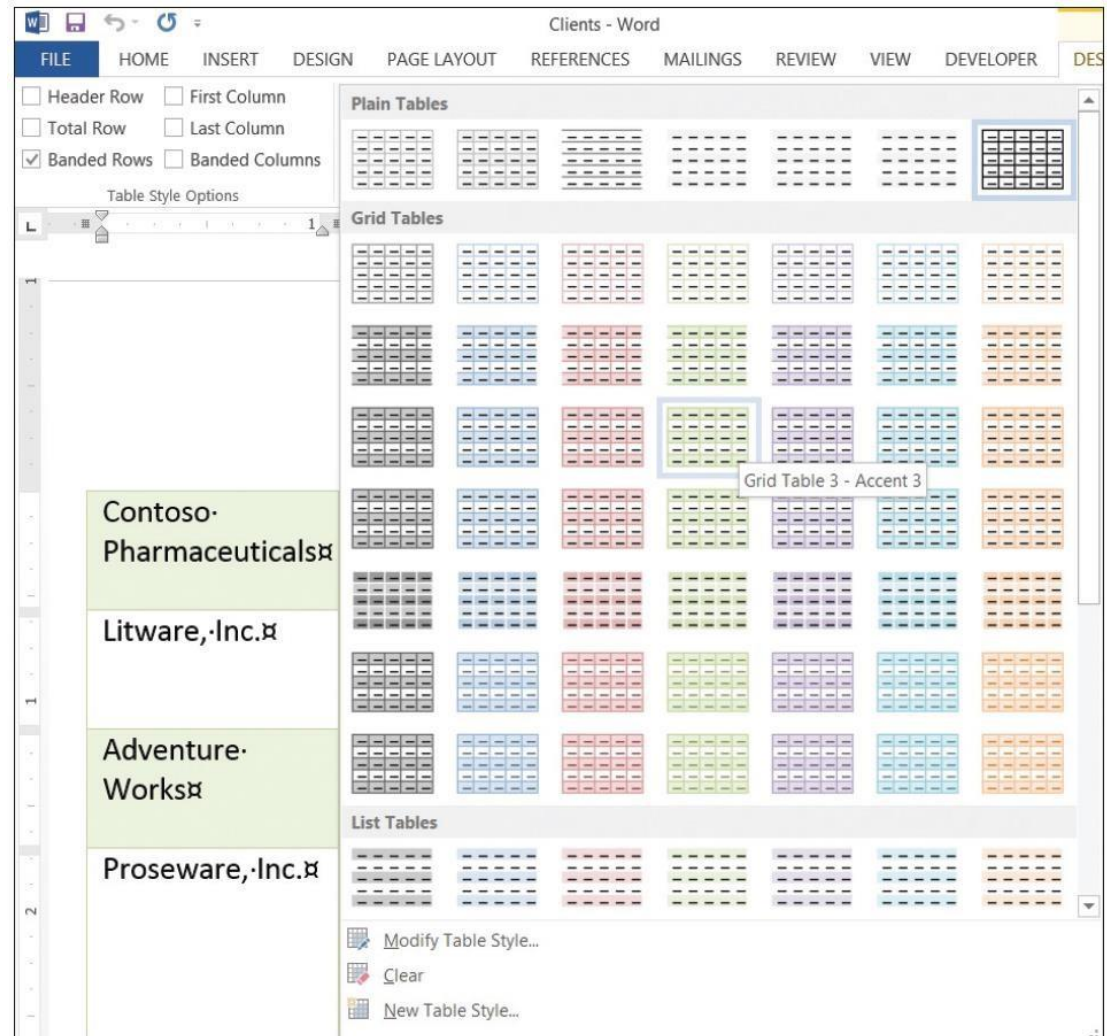


Table Style Options - On or Off

- Table Styles Options allow you to change the appearance of the preformatted styles you apply to your tables.
- Make sure the insertion point is in the table. If you click outside the table, the Design and Layout tabs (contextual tabs) will not be available.
- Style changes are located on the Design tab, in the Table Style Options group


<input checked="" type="checkbox"/> Header Row	<input checked="" type="checkbox"/> First Column
<input type="checkbox"/> Total Row	<input type="checkbox"/> Last Column
<input checked="" type="checkbox"/> Banded Rows	<input type="checkbox"/> Banded Columns

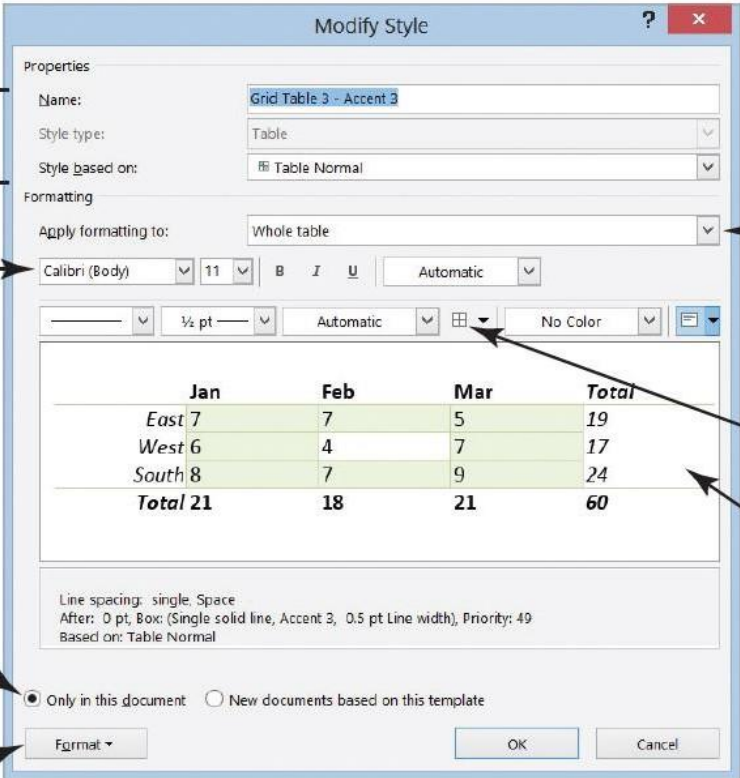
Table Style Options

Table Style Options

Header Row	Formats the top row of the table to provide a descriptive name
Total Row	Formats the last row which usually has column totals
Banded Row	Formats even rows differently than odd rows to improve readability
First Column	Formats the first column of the table which usually has the row headings
Last Columns	Formats the last column of the table which often contains row totals
Banded Columns	Formats even columns differently than odd columns to improve readability

Modify the Table Styles

- In the Tables Styles group, click the **More**  button.
- Click Modify Table Styles



The screenshot shows the 'Modify Style' dialog box with the following annotations:

- The Properties group**: Points to the 'Name', 'Style type', and 'Style based on' fields.
- Font attributes**: Points to the 'Font', 'Size', 'Bold', 'Italic', 'Underline', and 'Color' options.
- Determine where to apply formatting by selecting one of the options**: Points to the 'Apply formatting to' dropdown menu.
- Border**: Points to the border style icon in the 'Apply formatting to' section.
- Preview area**: Points to the table preview.
- Select how Table Style should be applied**: Points to the 'Only in this document' radio button.
- Format button contains additional options**: Points to the 'Format' button.

Table Preview:

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Line spacing: single, Space
After: 0 pt, Box: (Single solid line, Accent 3, 0.5 pt Line width), Priority: 49
Based on: Table Normal