



كلية التمريض  
COLLEGE OF NURSING



جامعة المستقبل  
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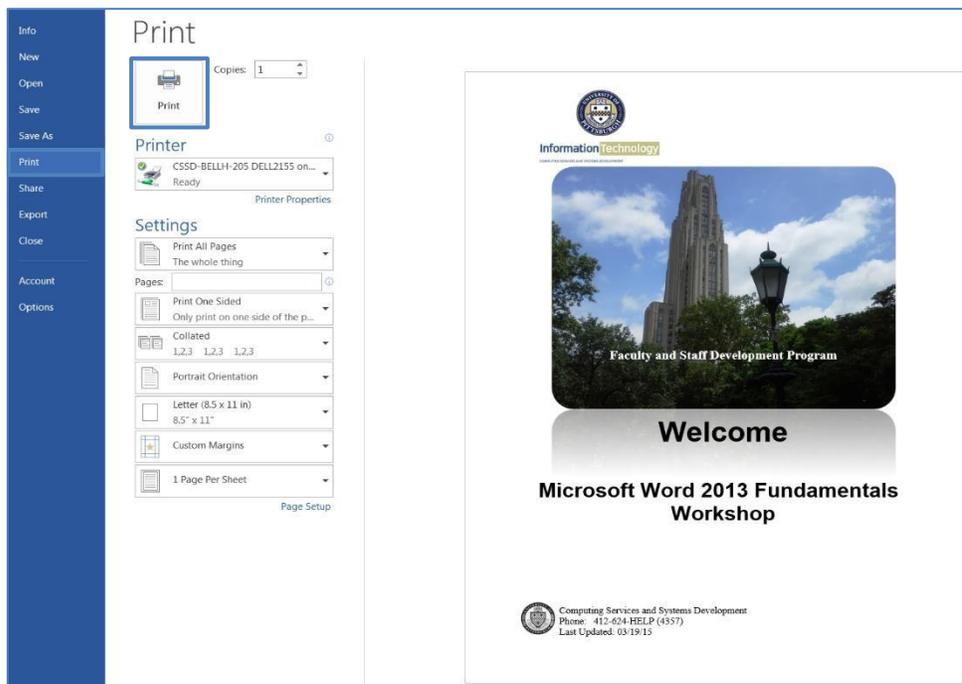
# INTRODUCTION TO MS-WORD

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## Lecture 3

## 1. Print a Document

Click on the **File** tab and select the **Print** option to print your current document. This will display the **Print** window options, along with a preview of the document to the right, such as the range of pages to print and the number of copies to print.



The default printer is the printer that your applications will use unless you specify otherwise. To change printers, click on the drop-down arrow next to **Printer Name**. This will display a list of installed printers and allow you to select another printer.

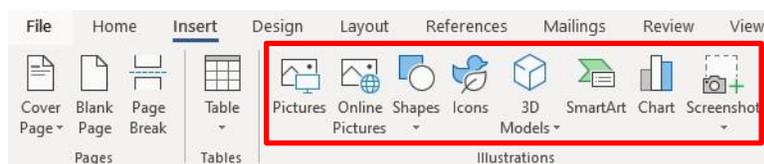
Select your desired options in the **Print** window.

Click on the **Print**  button to print your document.

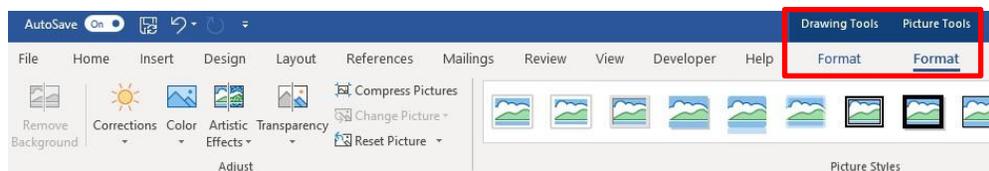
## 2. Illustrations Quick Reference

The instructions in this section are a quick reference that will help you add illustrations onto your document as demonstrated in the previous section.

The Microsoft Illustrations group allows you to insert pictures, shapes, smart art, and charts into your document. These options will enhance the layout and appearance of your documents.



**Drawing Tools** and **Picture Tools** tabs only appear when a graphic image is selected.



### A. Add a Picture

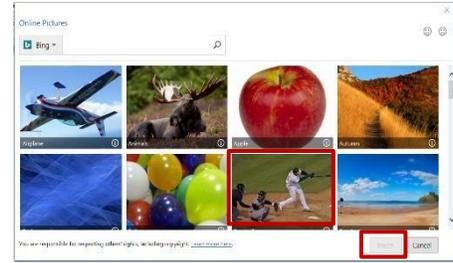
Microsoft Office is equipped with a Picture folder with several photo selections. You can also save additional photos to the Picture folder or create a new folder for your pictures. From the **Insert** ribbon, you can add a picture to your document:

Click on the **Online Pictures** button, from the **Illustrations** group.

Navigate to your desired **Picture** folder.

Select a **photo**.

Click on the **Insert** button.



## B. Online Pictures

Within Microsoft Office there are numerous online pictures (clip art and stock photographs) to illustrate a specific topic. From the Insert ribbon, add a graphic to your document:

Click on the **Online Pictures** button, from the **Illustration** group.

The **Insert Picture** window will appear.

In the **Search** box, type your desired graphic topic, and then press the **Enter** key.

Select your desired **Picture**, and then click on the **Insert** button.



## C. Shapes

The Shapes option allows you to insert a variety of shapes on to your document, such as rectangles, circles, arrows, lines, flowchart symbols, and callouts. From the Insert ribbon, add a shape to your document from the multiple selections:

Click on the **Shapes** button, from the Illustration group.

The **Shape panel** will appear, select your desired shape.

The mouse pointer will change into a plus  sign.

Hold the left mouse button down, and while dragging your desired shape will appear.



**Note:** Continuing to drag the mouse will enlarge the shape.

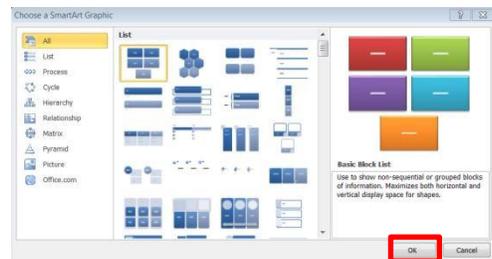
## D. SmartArt

SmartArt allows you to change graphic images into visual communication information including graphical lists, process diagrams, organizational charts, etc. From the Insert ribbon, incorporate SmartArt onto your document:

Click on the **SmartArt** button, from the Illustration group.

The **SmartArt panel** will appear.

Select your desired graphic image, and then click on the **OK** button.



**Note:** Depending on your selection, text and/or photos can be added.

## E. Chart

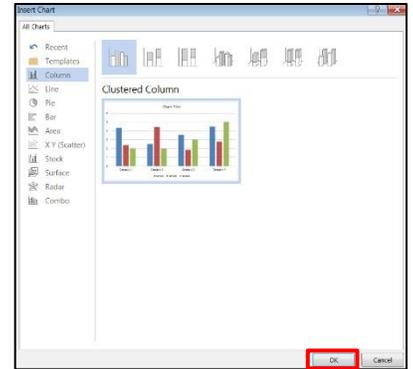
To illustrate and compare data you can utilize the chart option. This is like the Excel chart feature. From the Insert ribbon, add a chart onto your document:

Click on the **Chart** button, from the Illustration group.

The **Chart** panel will appear.

Select your desired chart type, and then click on the **OK** button.

Your selected chart type will appear next to a spreadsheet.



Enter your desired data onto the spreadsheet and the chart will reflect your data.

On the spreadsheet window, click on the Close window button, and then your chart will appear on your document.