



# جامعة المستقبل كلية العلوم



## Computer Sciences

First stage

LECTURE 7

### **Introduction to Microsoft office word**

By

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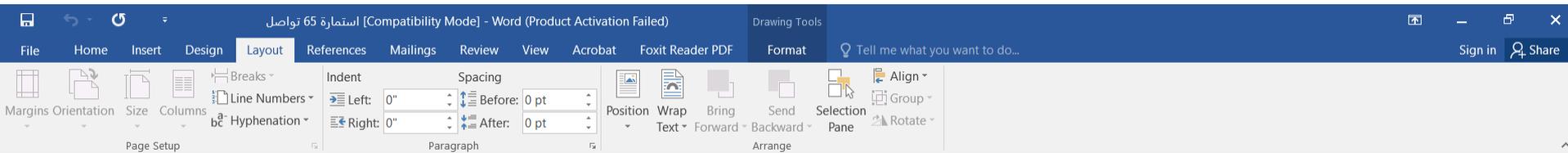
# Microsoft office word

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



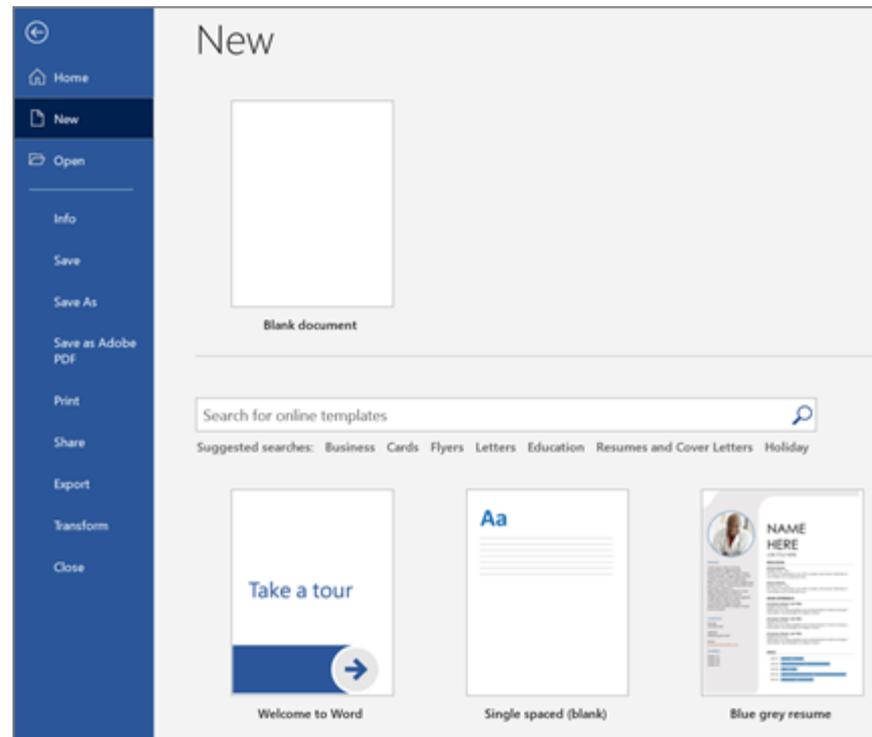
# Key Features of Microsoft Office Word :



- 1- File
- 2 – Home
- 3 – Insert
- 4 – Design
- 5 – Layout
- 6 – References
- 7 – Mailings
- 8 – Review
- 9 – View
- 10 – Acrobat
- 11 – Format
- 12 – Fox it reader pdf
- 13 - Help

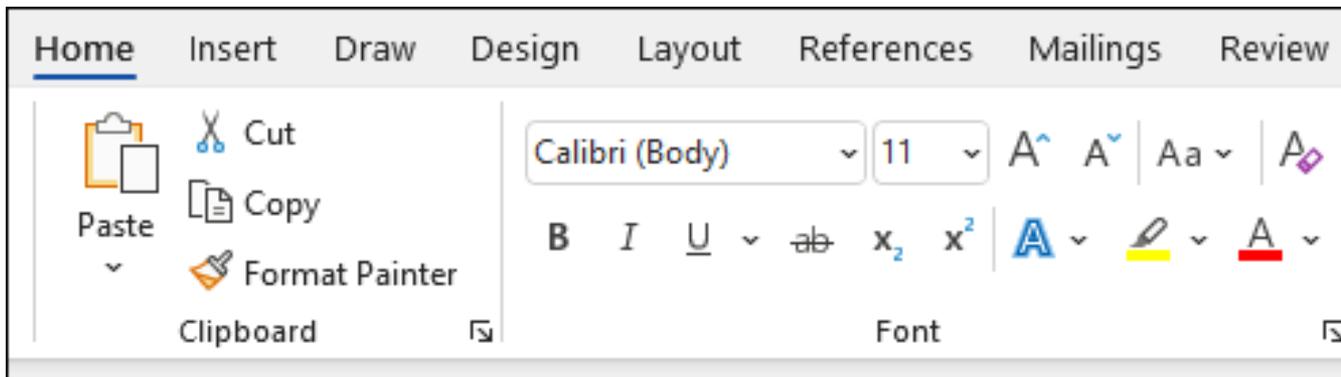
# Create a new document:

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.



# Design and edit:

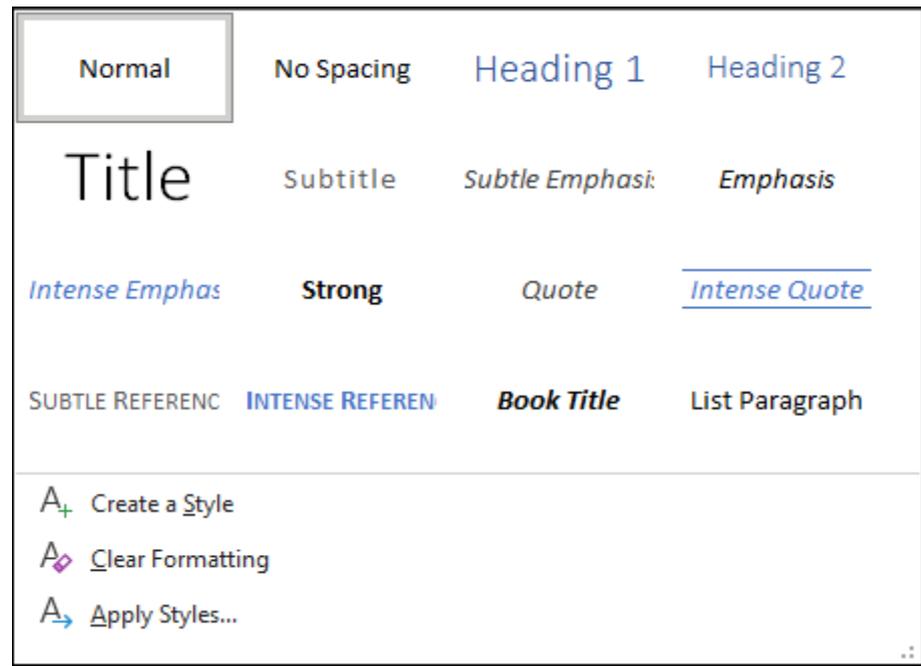
- **Use Styles**

**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.



- **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.

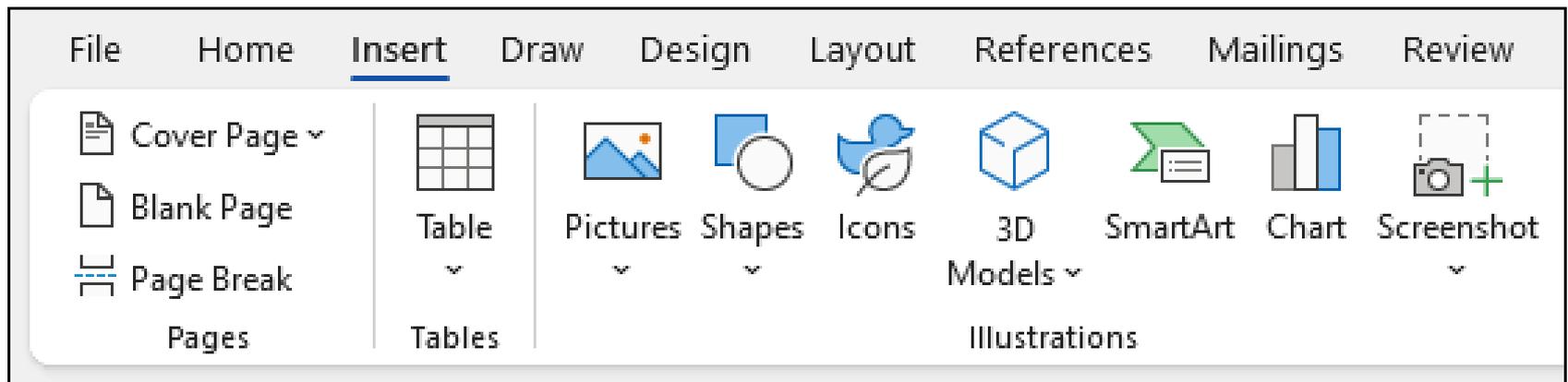
## **Copy formatting**

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.

# 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.

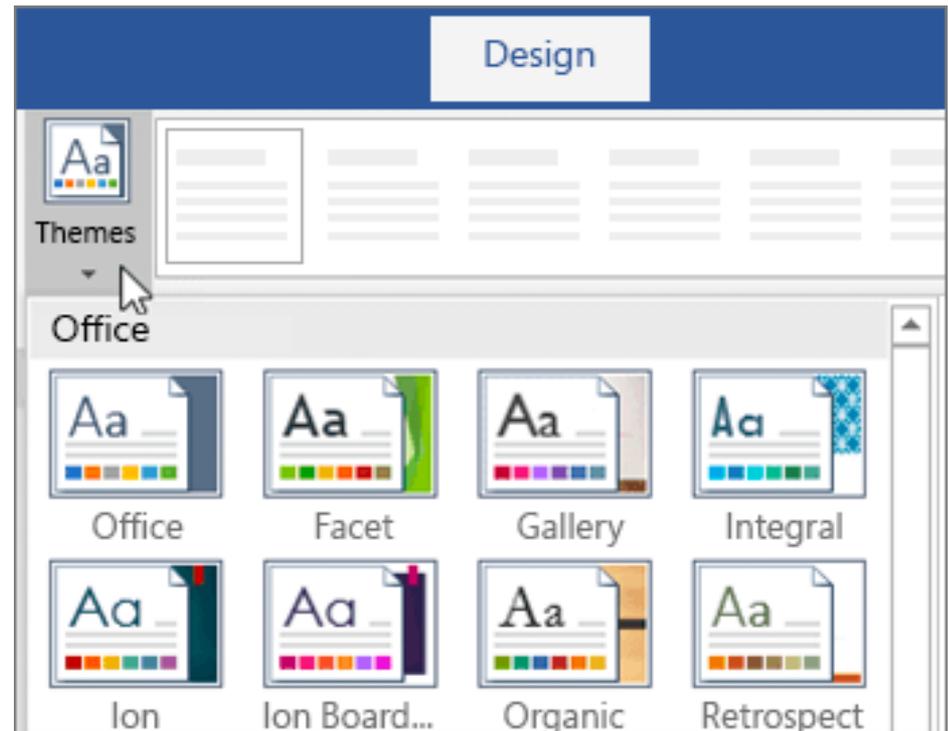
# Apply Themes

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

1. Select **Design** > **Themes**.

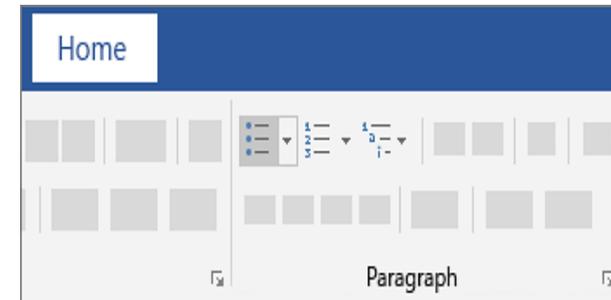
2. Point to a theme to preview how it will look.

3. Select the theme you want.



# 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**.



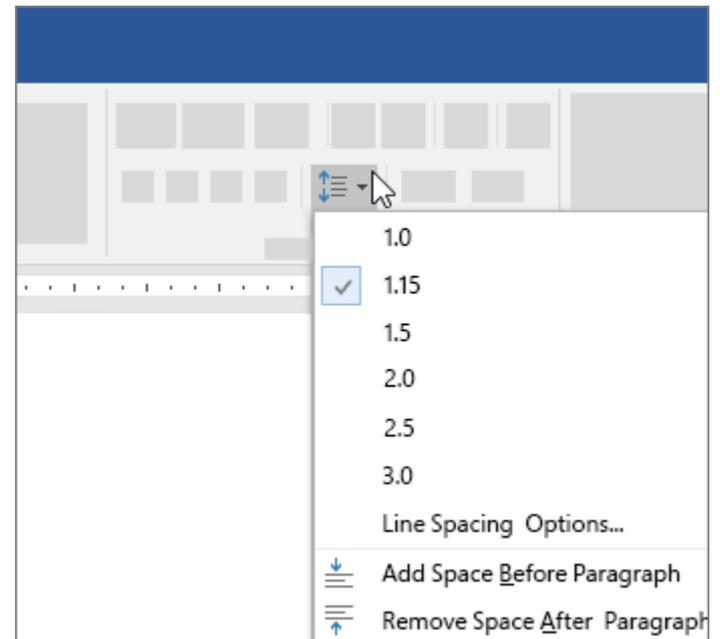
# Change the line spacing

- Change line spacing for part of your document

1. Select the paragraphs you want to change.

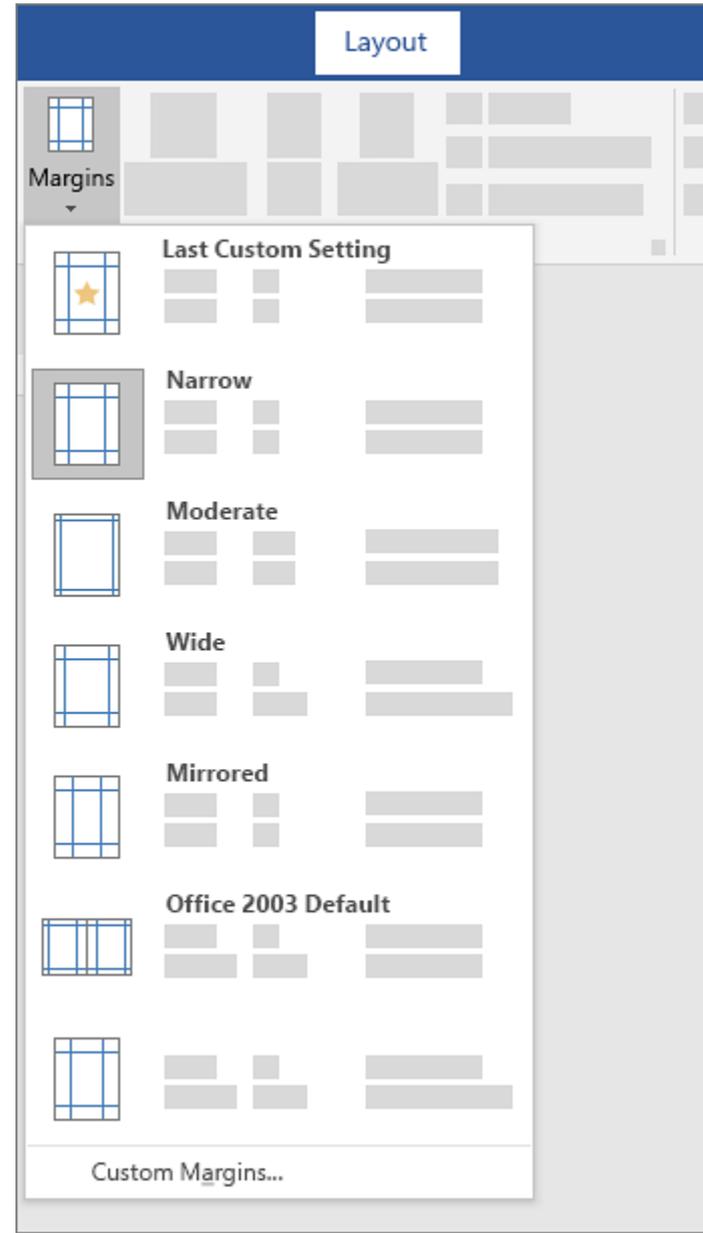
2. Select **Home > Line and Paragraph Spacing**, and choose the spacing you want.

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



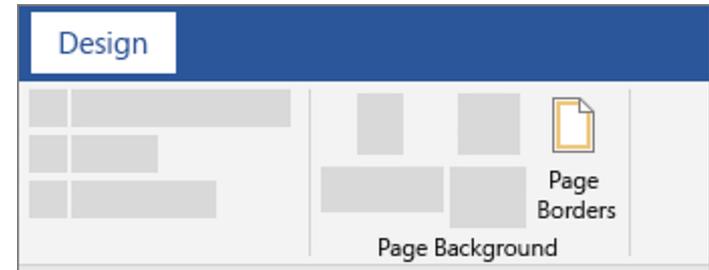
# Change margins

- 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.



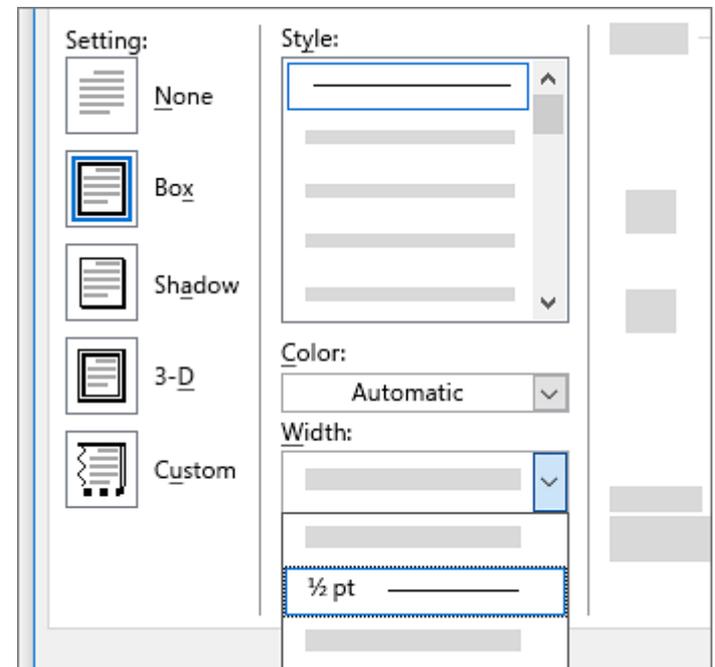
# Add a border to a page

1. Go to **Design > Page**



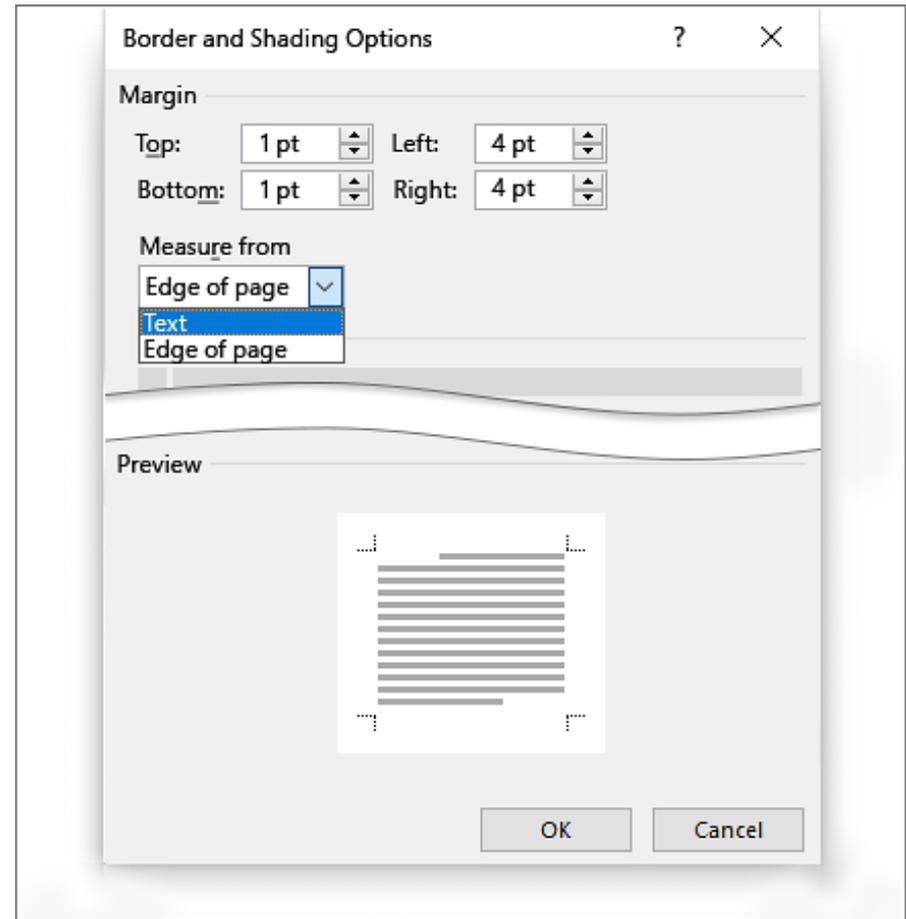
2. **Borders.**

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**).

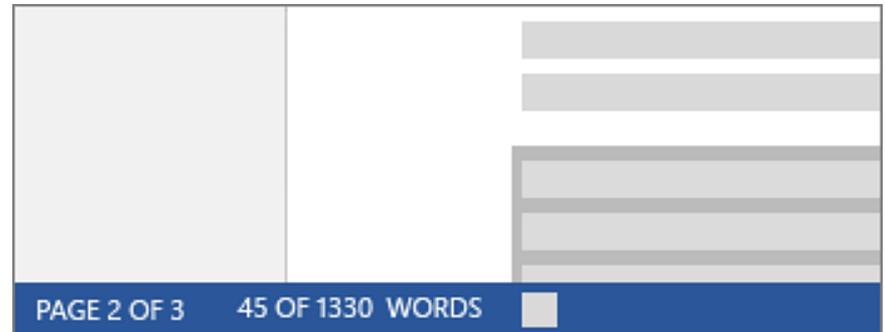
# Insert page numbers

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.

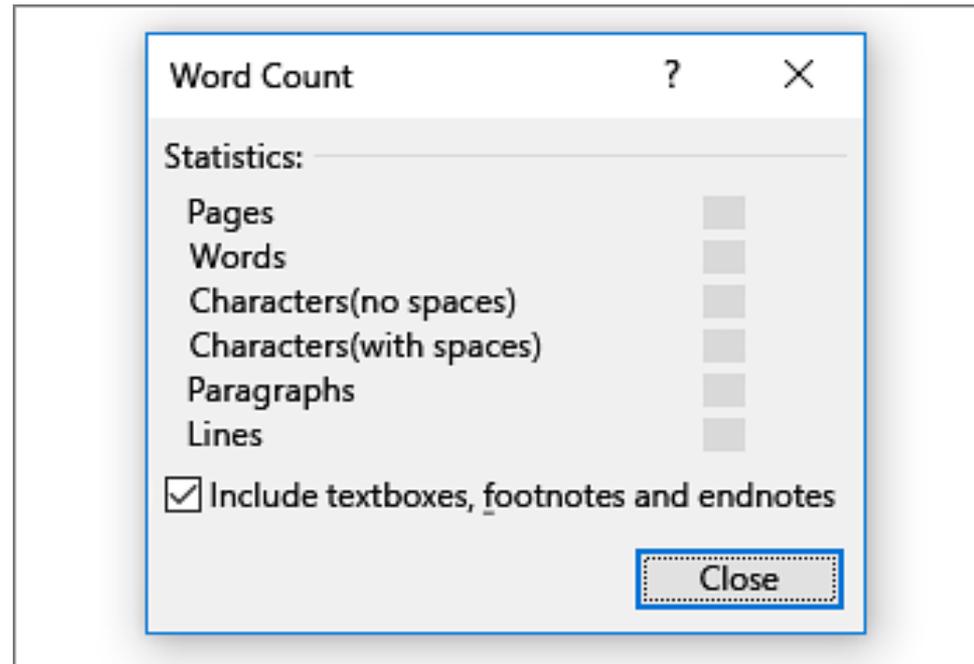
When you need to know how many words, pages, characters, paragraphs, or lines are in a document, check the status bar.



# 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.

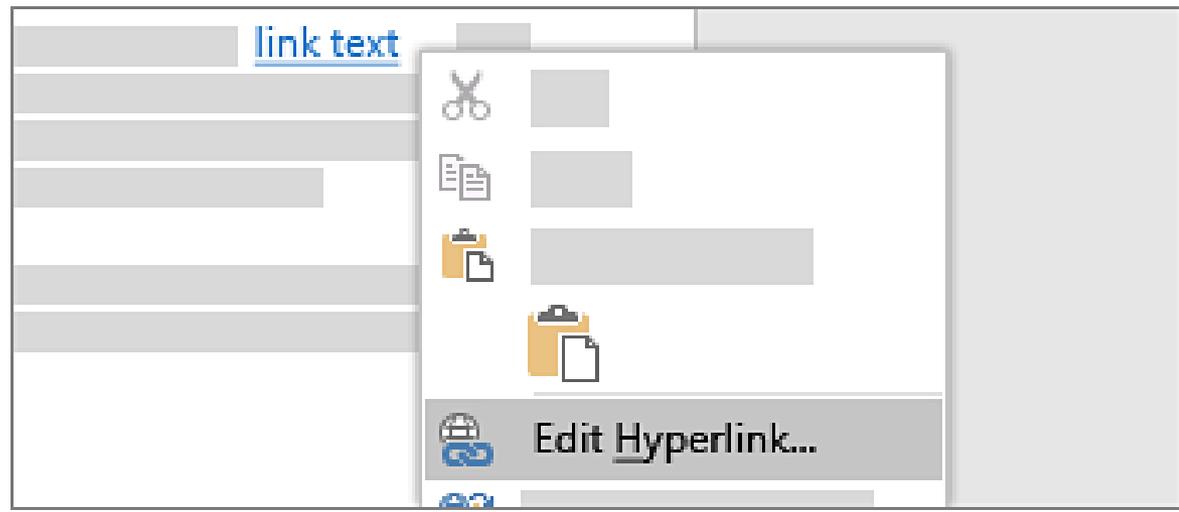
Find the number of characters, paragraphs, and lines by clicking on the word count in the status bar.



# 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**.

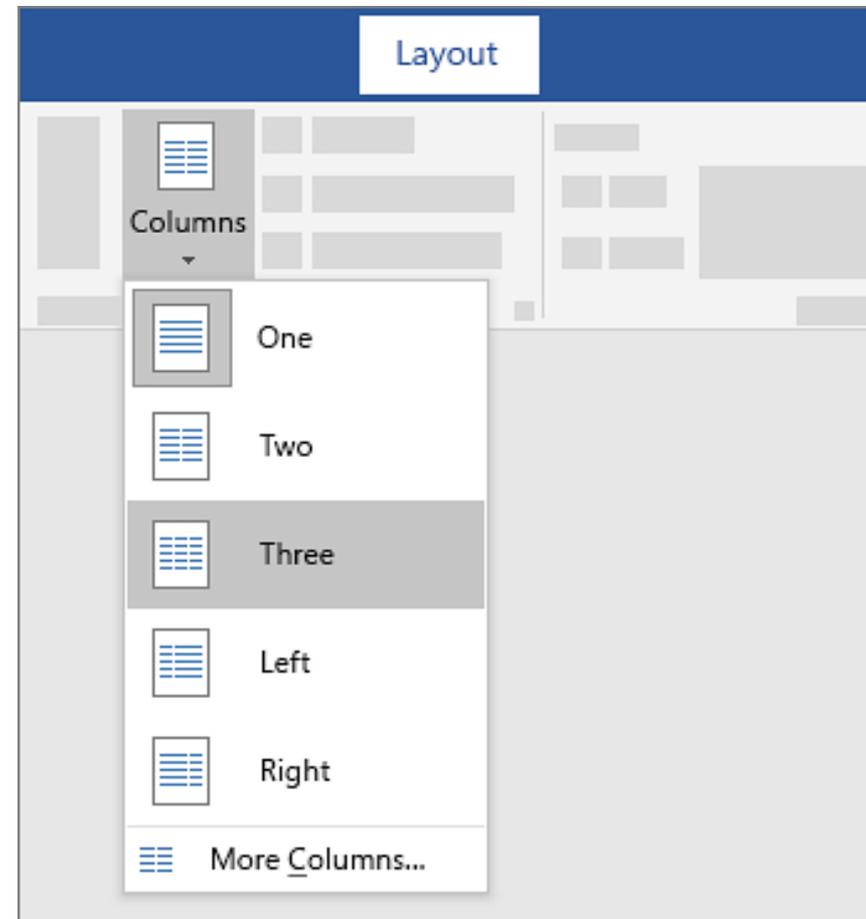


# Create newsletter columns

- 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.

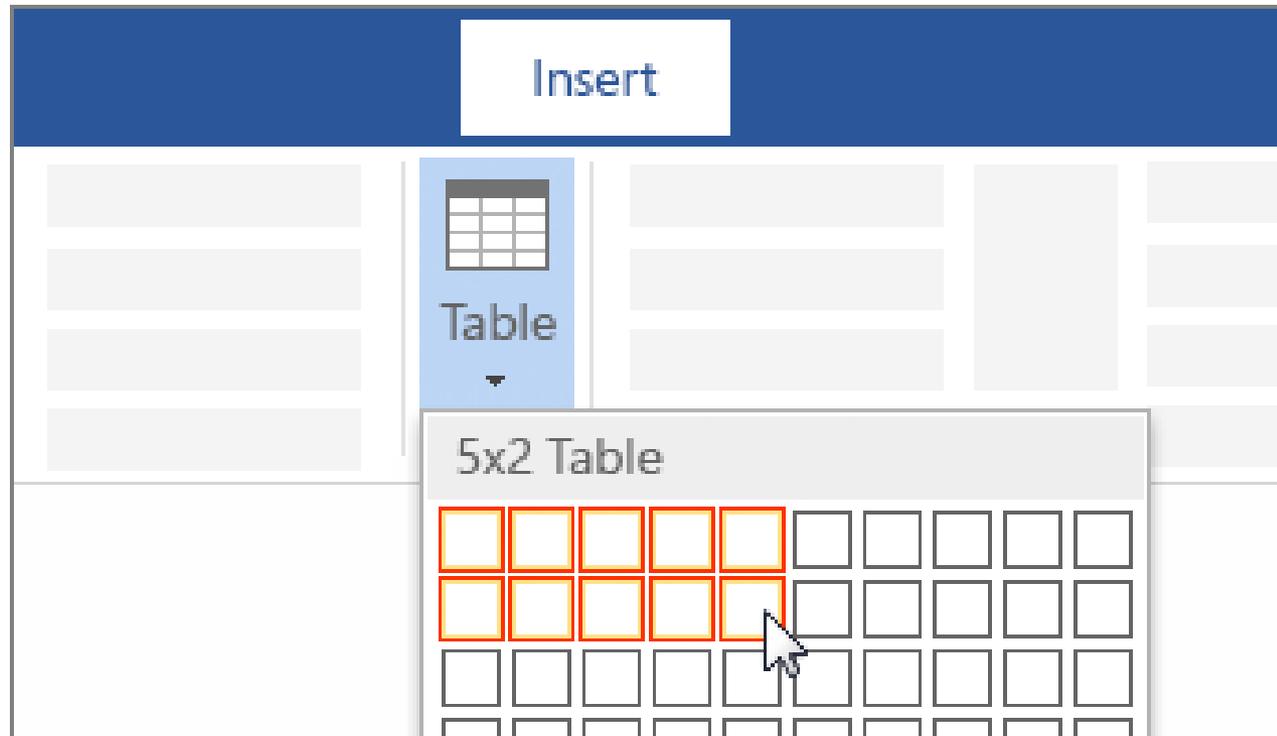
Make part of your document into columns

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



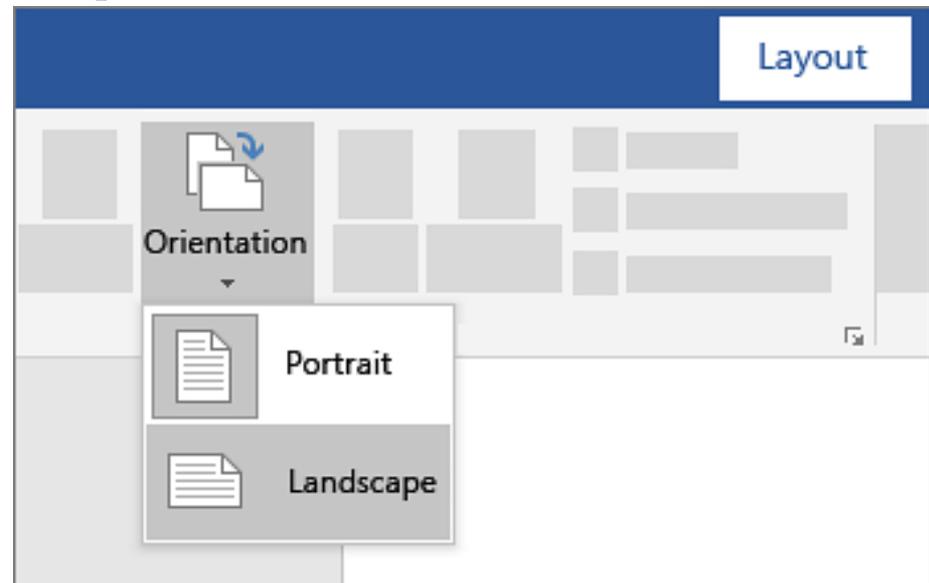
# Insert a table

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.



# 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 pictures

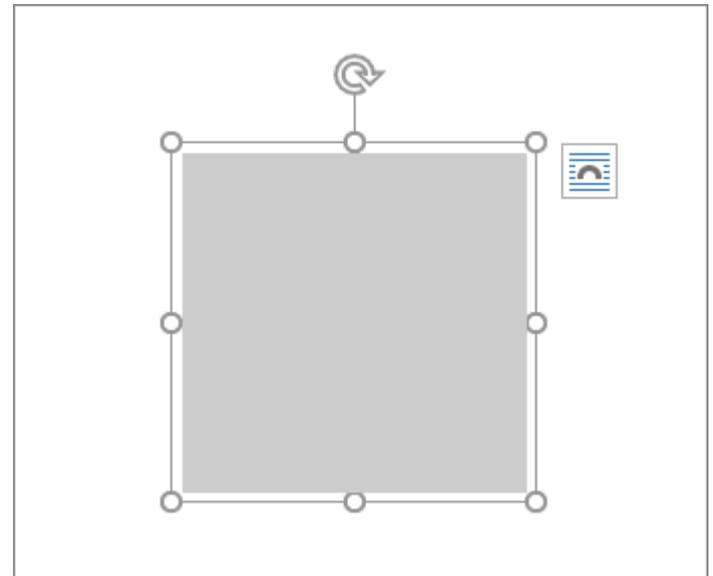
A. Do one of the following:

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.

B. 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.

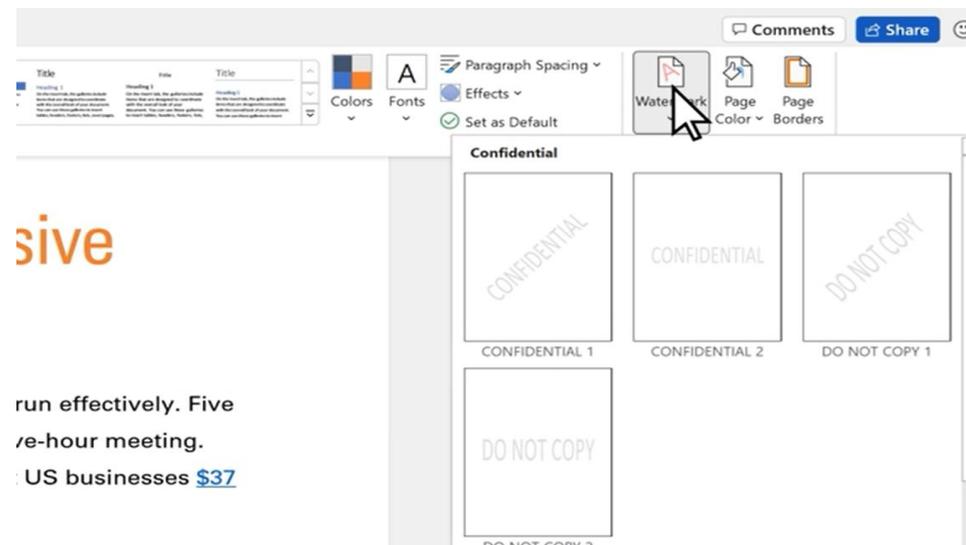


# Insert a watermark

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.



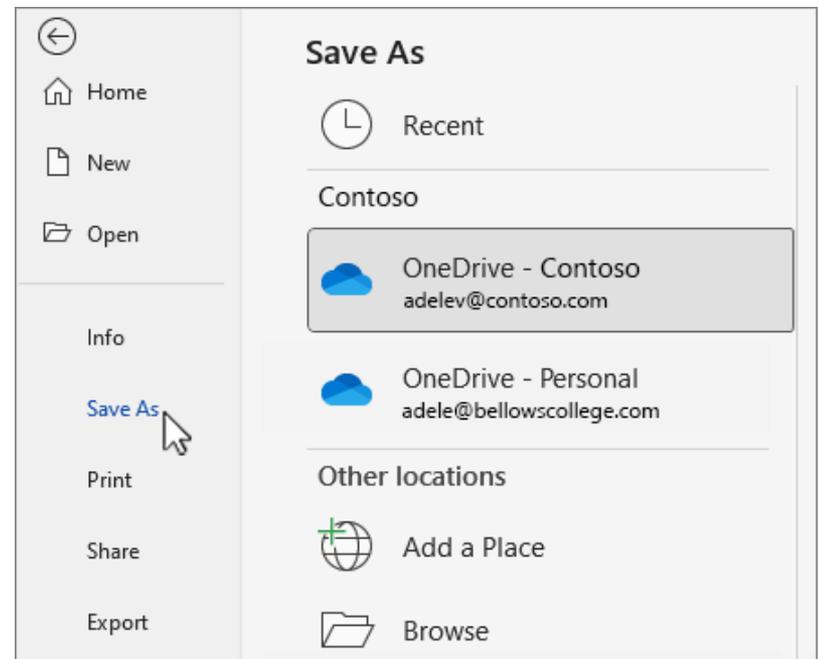
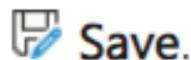
# Save a document

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

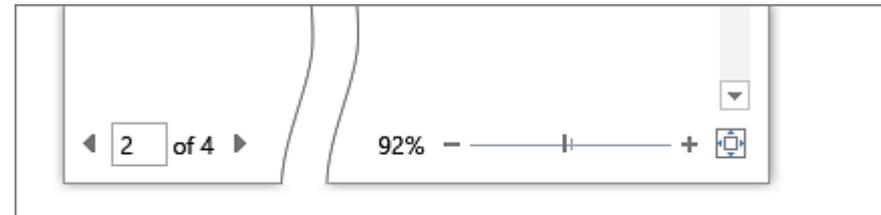
3. Enter a name, and select



# 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**.

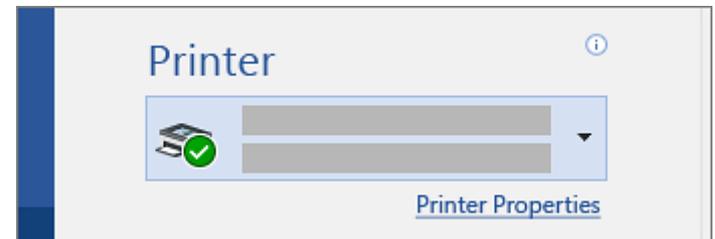
2. To see each page, click the arrow at the bottom of the preview, and if the text is too small, use the zoom slider to adjust it.



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

# 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](#)

Thank

you

