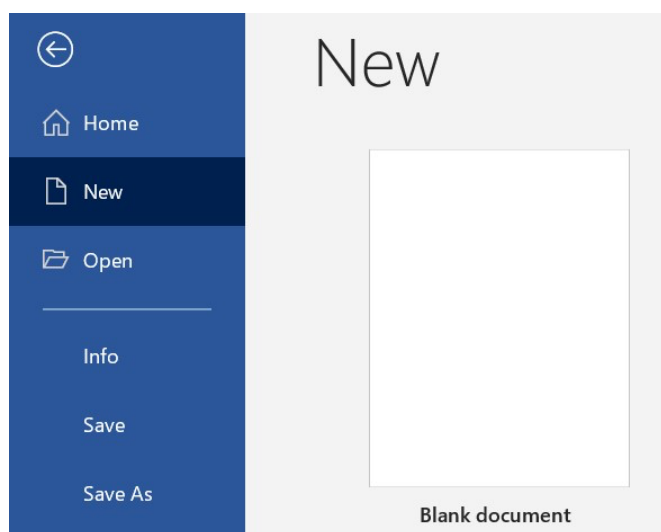




A: Basic Word processing

Word processing – the use of a program (software application) running on a computer that allows users to create, edit, format, and store documents.

Create a Document



Steps to create a new word processing document (Word, Office 365):

1. Start **Microsoft Word**.
2. Click the **File** tab.
3. Click the **New** tab.
4. Click **Blank document**. (A new blank document appears.)
5. Type your text. The text you type will be inserted into the document.

Edit a Document

Editing a document – making revisions to a document, focusing on correcting errors, improving the accuracy of language, rearranging, making words and sentences clearer and more effective, etc.

Editing in word processing may include the following tasks:






- Adding text (terms, phrases, paragraphs, etc.)
- Deleting a part of a text
- Copying text
- Moving text
- Pasting text
- Checking for grammar and spelling
- Formatting text

Select Text

Before editing text, you'll need to select it. This is also sometimes called “highlighting text.”



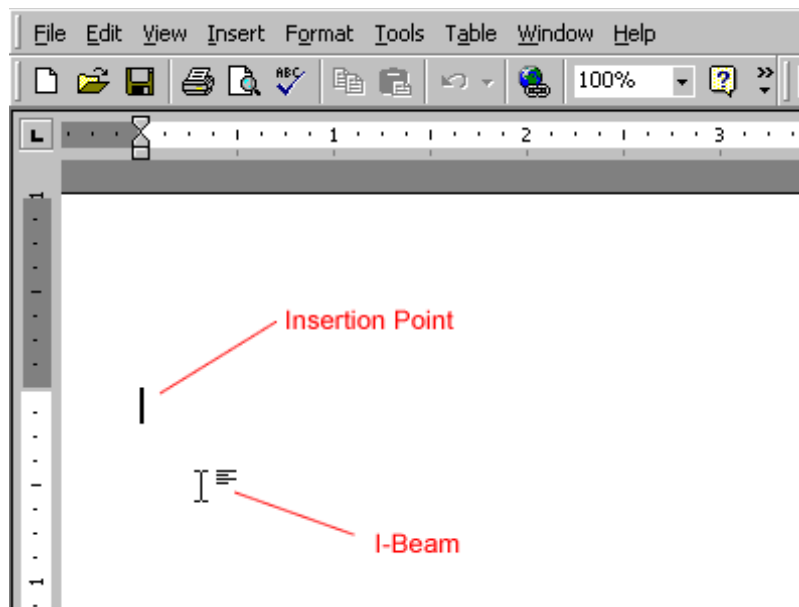
1. Click File Explorer icon.
2. Go to the location where stores your file or folder (hard drive, USB, etc.).
3. Open the document you wish to edit.
4. Move the I-beam pointer  to where you wish to select text.
 1. To select a word: double-click the word.
 2. To select an entire line of text: move the I-beam to the left of the line until it turns into a right-pointing arrow , then click.
 3. To select a paragraph: triple-click the paragraph.
 4. To select any amount of text: click and drag the I-beam over the text to highlight it.
 5. To select an entire document: move the I-beam to the left of any text until it turns into a right-pointing arrow , then triple-click. Or click the **Home** tab, under **Editing**, click **Select**, and then click **Select All**.

Delete (or remove) text

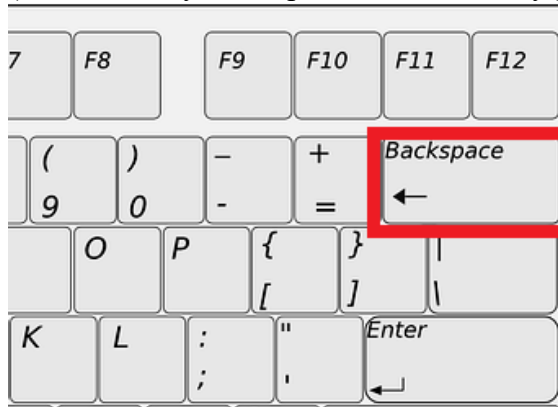
Method 1

1. Select the text you wish to delete.
2. Press the **Delete** key (on the keyboard).

Method 2



1. Move the I-beam pointer to the text you want to delete. Click to set the insertion point there (a blinking vertical line).
2. To delete text to the left of the insertion point, press the **Backspace** key on the keyboard. (On a Mac keyboard, press the **Delete** key.)



3. To delete text to the right of the insertion point, press the **Delete** key on the keyboard. (On a Mac keyboard, press the **fn** key plus the **Delete** key.)

Copy and Paste

Copy vs. cut

- Copy – duplicates the selected item (text, symbol, table, image, etc.).



- Cut – removes the selected item from its original position.

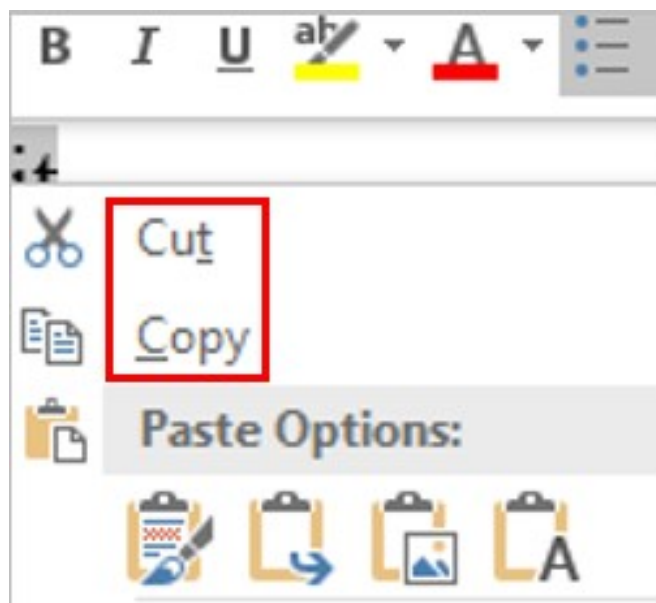
Copy and paste vs. cut and paste

- Copy and paste – duplicates the selected item. The selected item can be found in both original and the new, pasted location(s).
- Cut and paste – duplicates the selected item then deletes the original. The selected data can be found only at the new, pasted location (the item has moved from one location to another).

Steps to copy / cut and paste

Method 1

1. Open the document you wish to edit.
2. Select the item you wish to **Copy** or **Cut**.
3. Right-click the highlighted item and click **Copy** or **Cut**. You can also use your keyboard:
 - a. Copy: **Cntr + c** (On a Mac, it is **Cmd + c**)
 - b. Cut: **Cntr + x** (On a Mac, it is **Cmd + x**)




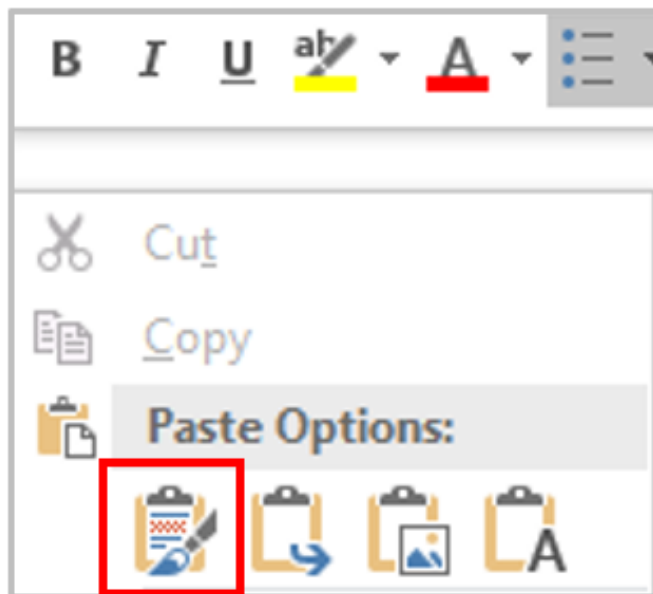
4. Position the insertion point where you wish to insert the item.



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Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1st term – Lecture No. 8 & Lecture Name (Word)

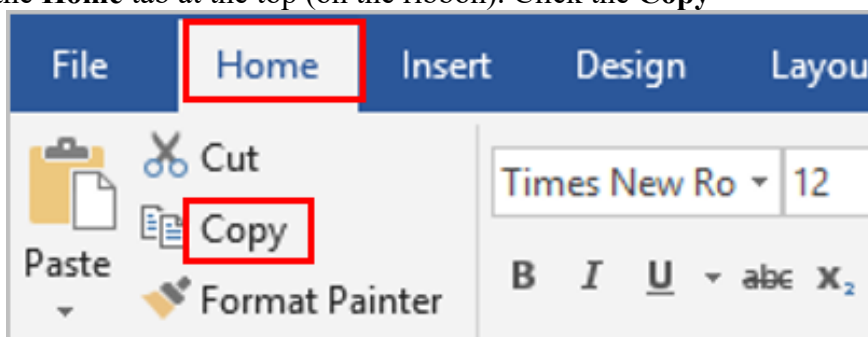


5. Right-click and click the **Paste**  icon. You can also use your keyboard by pressing **Cntr + v** (On a Mac, it is **Cmd + v**).



Method 2

1. Open the document you wish to edit.
2. Select the item you wish to copy or cut.
3. Click the **Home** tab at the top (on the ribbon). Click the **Copy**

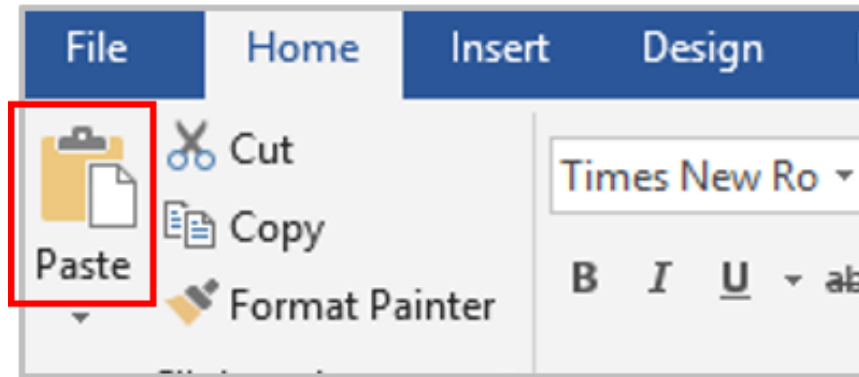


button.

4. Position the insertion point where you wish to insert the item.



5. Under the **Home** tab at the top, click the **Paste**



button.

Review a Document

Check Spelling and Grammar

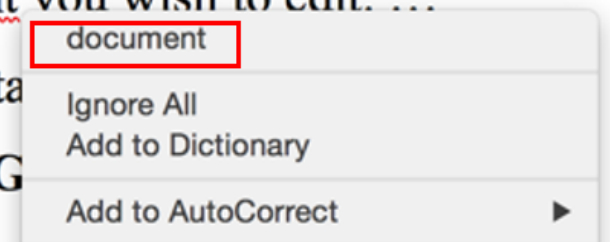
Method 1

1. Open the document you wish to edit.
2. Right-click a word that is underlined with a wavy line (that indicates a misspelled

- Open the document you wish to edit. ...

- Click the **Review** tab

- Click **Spelling & G**



word).

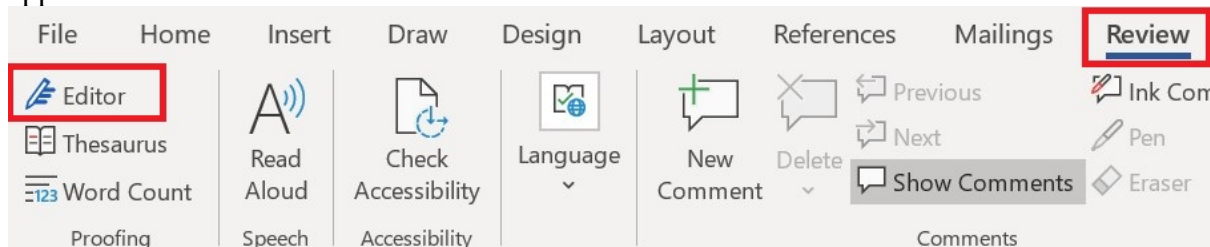
3. Select the correct spelling from the suggestion list to correct the spelling error. For each error, Word will offer one or more suggestions.

Method 2

1. Open the document you wish to edit.
2. Click the **Review** tab.
3. Click the **Editor** button (it may also say, “Spelling and Grammar”). If the program finds spelling errors, the Spelling & Grammar pane will



appear.

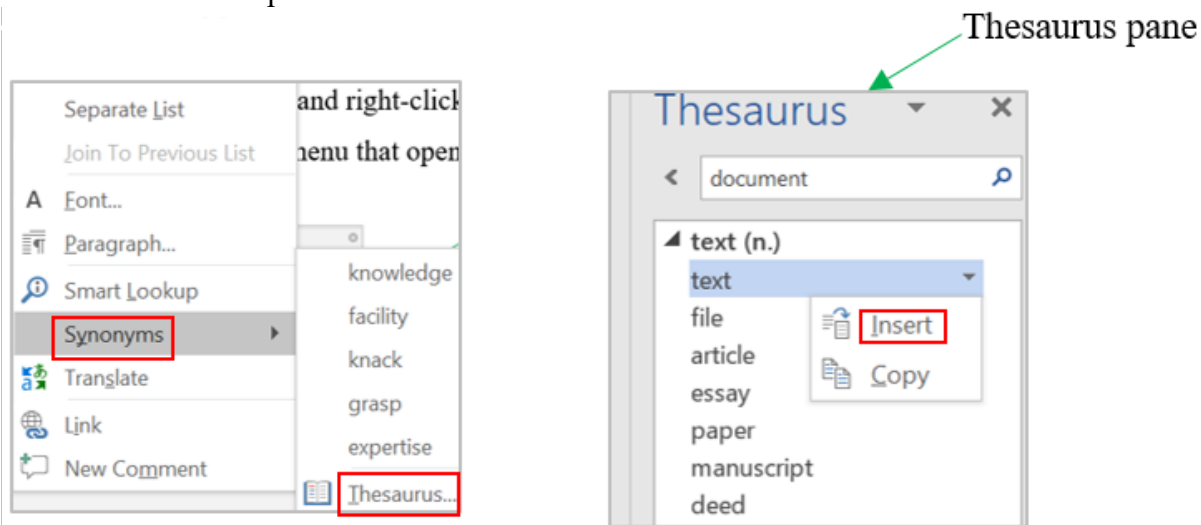


4. Click one of the options from the **suggestion** list to change the spelling error. The program will move to the next misspelled word.

Find Synonyms

Method 1

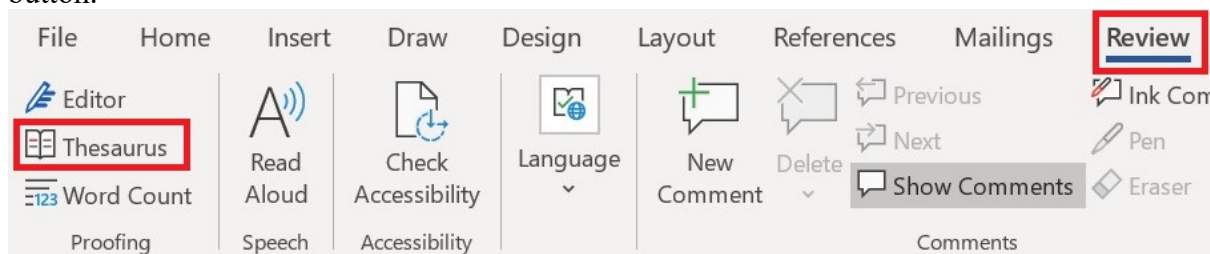
1. Open the document you wish to edit.
2. Right-click a word for which you wish to find a synonym for.
3. Click the **Synonyms** command from the pop-out menu.
4. Find a desired word in the list and click it to replace the original word.
5. If none of the synonyms are desired, click the **Thesaurus** command to open the full thesaurus. (The Thesaurus pane will appear.)
6. Find a desired word in the Thesaurus pane list and right-click it and then click **Insert**.
7. Close the Thesaurus pane.



Method 2



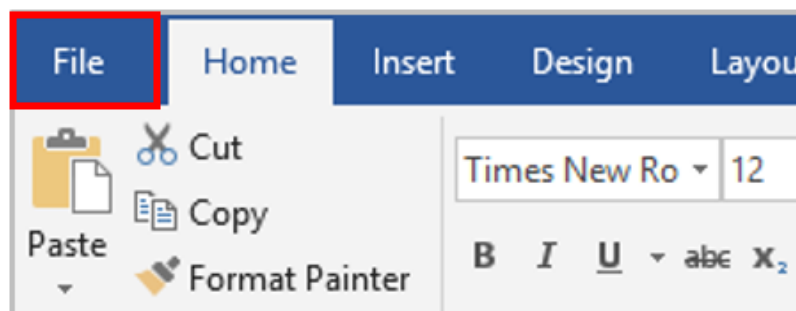
1. Open the document you wish to edit.
2. Select a word for which you wish to use the thesaurus.
3. Click the **Review** tab.
4. Click the **Thesaurus** button.



5. Find a desired word in the “Thesaurus” pane and right-click it and then click **Insert**.
6. Close the Thesaurus pane.

B: Save, retrieve, and print documents

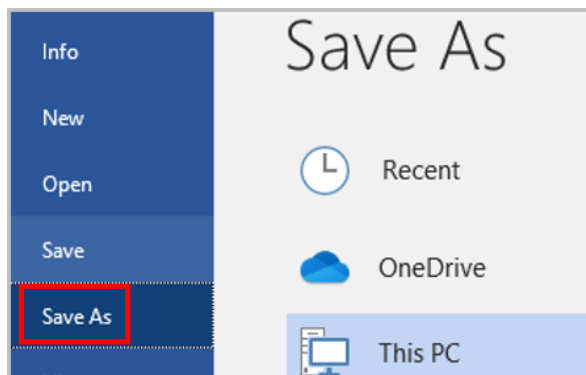
Save a new document or save a file to a specific location
(Windows 10)



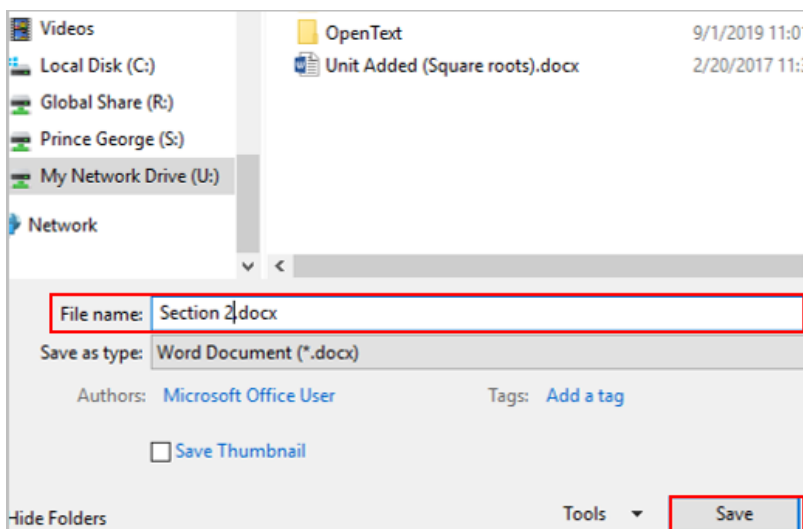
1. Click the **File** tab.



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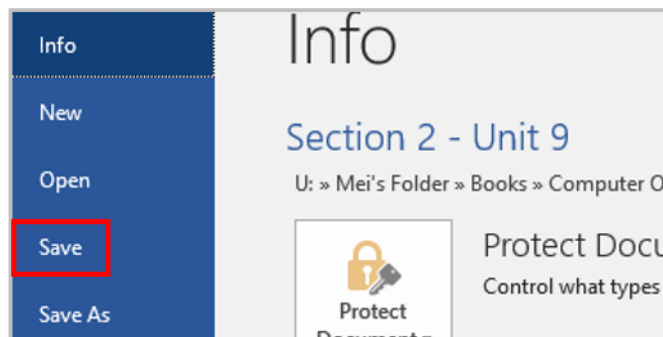


2. Click the **Save As** command.
3. Choose a location on your computer (the drive and folder) to save your file.
4. Type a name for your document in the File Name box.
5. Click the **Save** button.

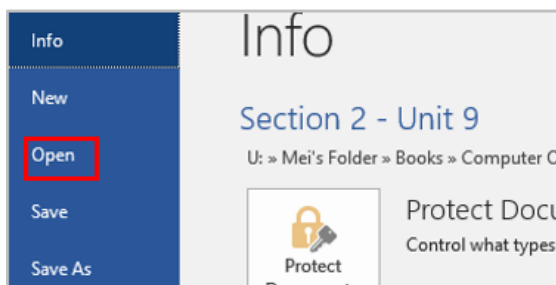
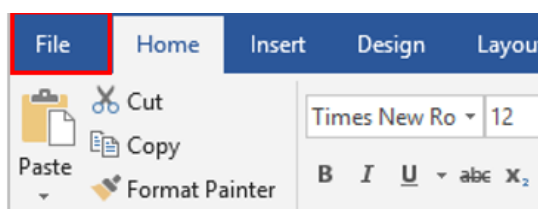


Save an existing file in its current location

1. Click the **File** tab.
2. Click the **Save** command.
3. Or click the Save button icon.



Retrieve a file from a specific location



1. Start **Word**.
2. Click the **File** tab.
3. Click **Open** command.
4. Choose the location on the computer that stores your file (the drive and folder).
5. Click the name of the file you wish to open.
6. Click **Open** or double click the file name.

Print a Document

Printer – a device that is usually connected to a computer in order to transfer the text and graphic information to paper.

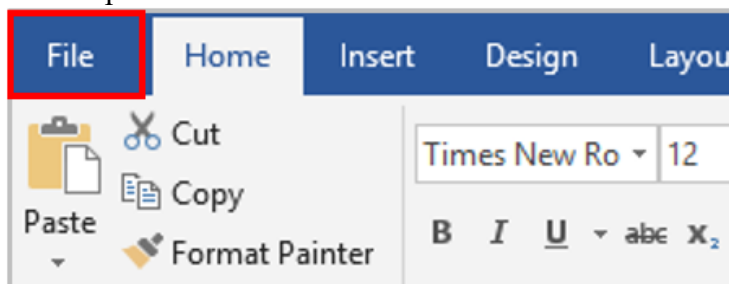


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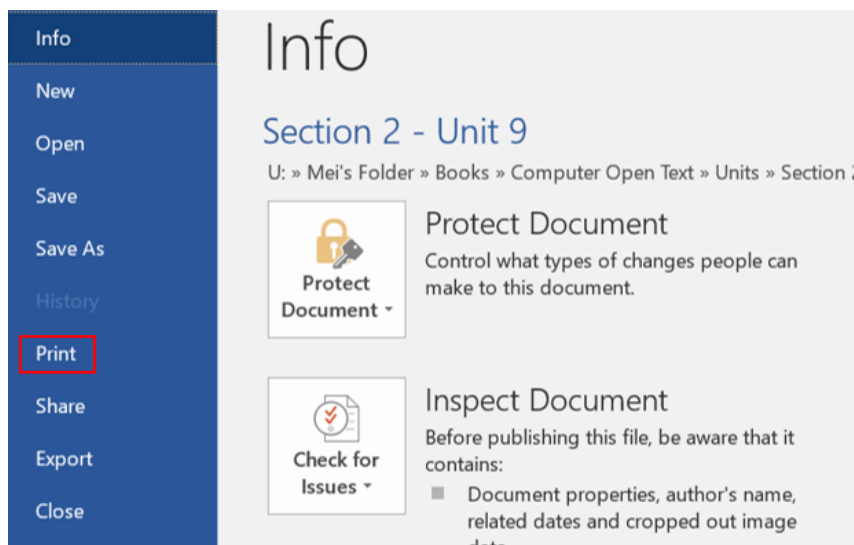


How to print a document in Microsoft Word:

1. Load paper in the paper tray if needed.
2. Press the Power button to turn the printer on.
3. Choose the location on the computer that stores your file (the drive and folder).
4. Open the file you wish to print.



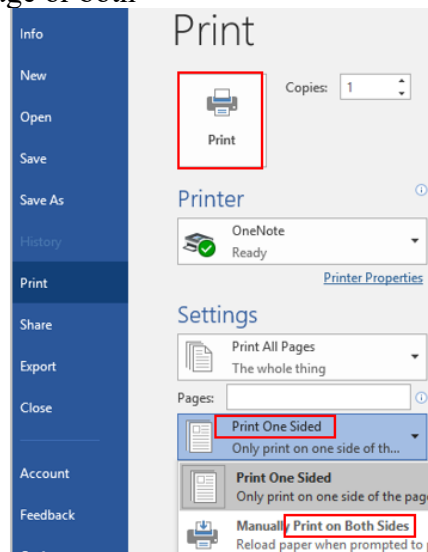
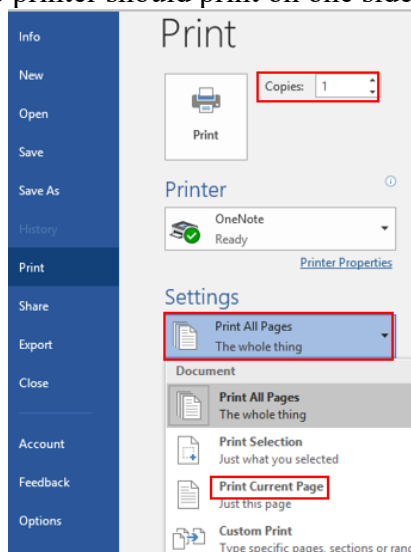
5. Click the **File** tab.
6. Click the **Print** command.



7. Select the print options. Here, you can select:
 - How many copies you would like
 - Which pages you want to be printed. You can choose to print all pages, select pages (for example, page 3 to 6), or just the current page (meaning the page that is open on the screen).



- If the printer should print on one side of the page or both



sides.

8. Click **Print** to start the printing process.

C: Margin and alignment

Click play on the following audio player to listen along as you read this section.

https://media.bccampus.ca/id/0_4819x9uy?width=608&height=70&playerId=23449753

Formatting – the appearance of a document. It is the shape, size, form, style, typeface, general arrangement, etc. of a document.

Page layout – the arrangement of text, graphics, pictures, and other elements on a page. It describes how each page of a document will appear when it is printed.

Basic page layout properties include

- Document margins
- Word / character spacing
- Line spacing
- Size and position of figures / images



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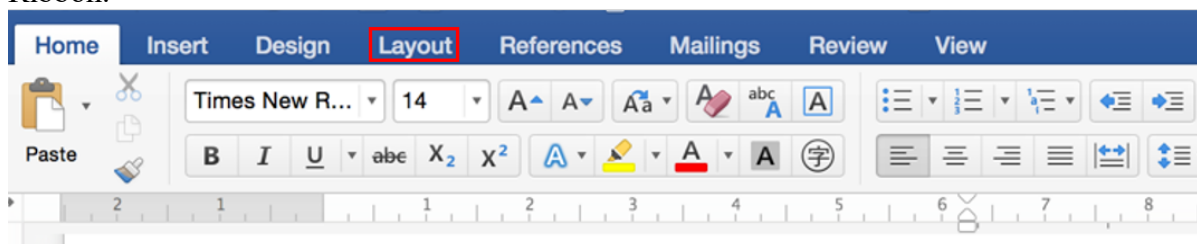
- The number of columns
- How headers and footers appear



Document Margins

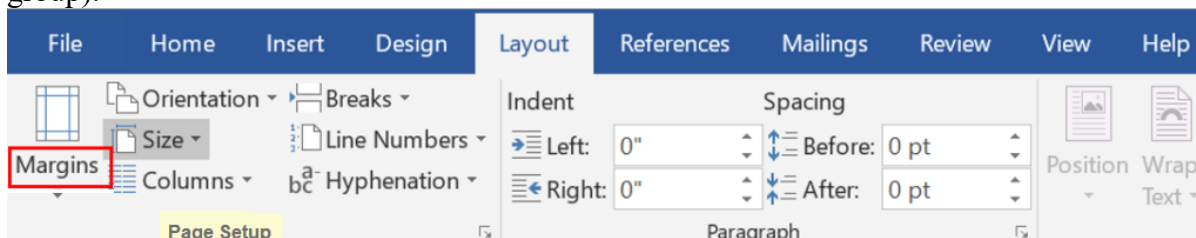
Set document margins (Word 2016)

1. Open the document you wish to set margins.
2. Click the **Layout** tab in the Ribbon.

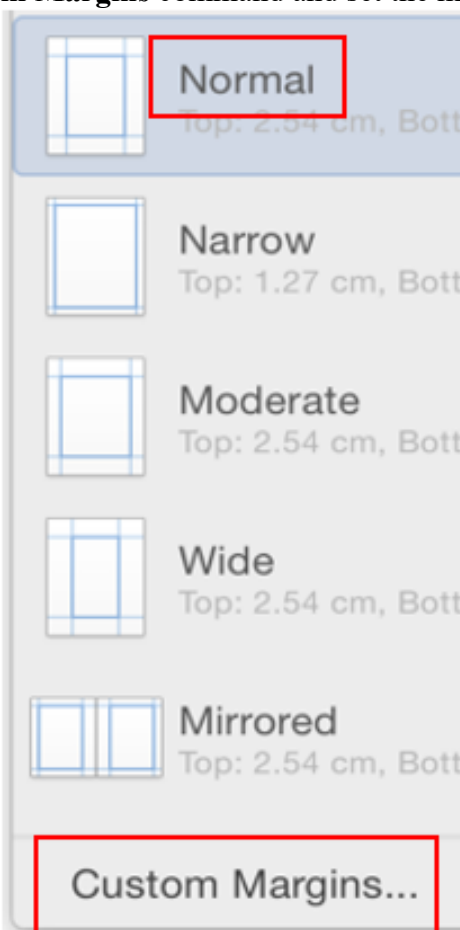




3. Click the **Margins** button (in the Page Setup group).



4. Choose predefined margin settings (Normal) from the drop-down menu. (Or choose the **Custom Margins** command and set the margins that you



drop-down menu



want.)

Change the page margins for part of a document

1. Select the part of the document for which you wish to change margins.

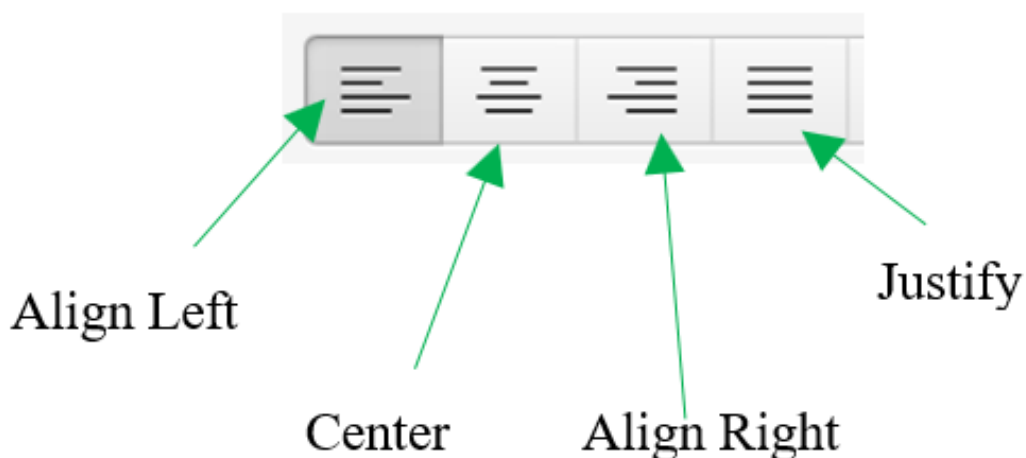


2. Click the **Layout** tab in the Ribbon.
3. Click the **Margins** button (in the Page Setup group).
4. Click the **Custom Margins** command and set the margins that you want.

Text Justification and Alignment

[Text justification / alignment](#) – refers to how the left and right edges of a paragraph align on a page.

Types of justification / alignment



- [Left-justification \(flush left\)](#): align text along the left side (ragged on the right).
- [Right-justification \(flush right\)](#): align text along the right side (ragged on the left).
- [Center-justification](#): text is aligned to neither the left side nor right.
- [Justify \(full justification\)](#): align text along the both left and right sides.



Flush left

If you are looking for a quick exam, homework guide, and review book in Computer Studies, "*Key Concepts of Computer*" is an excellent source. Skip the lengthy and distracting books and instead use this concise book as a guideline for your studies, quick reviewing and tutoring.

Flush right

If you are looking for a quick exam, homework guide, and review book in Computer Studies, "*Key Concepts of Computer*" is an excellent source. Skip the lengthy and distracting books and instead use this concise book as a guideline for your studies, quick reviewing and tutoring.

Center-justification

If you are looking for a quick exam, homework guide, and review book in Computer Studies, "*Key Concepts of Computer*" is an excellent source. Skip the lengthy and distracting books and instead use this concise book as a guideline for your studies, quick reviewing and tutoring.

Full justification

If you are looking for a quick exam, homework guide, and review book in Computer Studies, "*Key Concepts of Computer*" is an excellent source. Skip the lengthy and distracting books and instead use this concise book as a guideline for your studies, quick reviewing and tutoring.

Align the text left

1. Select the text that you wish to align.
2. Click the Align Left icon on the Home tab (or press **Ctrl + L** or **Cmd + L** on a Mac).
3. Left align (the standard layout – we read from left to right) is the default alignment for text in a Word document.

Align the text right

1. Select the text that you wish to align.
2. Click the Align Right icon (or press **Ctrl + R** or **Cmd + R** on a Mac).
3. Right align is often used when formatting tables of data, attributions to authors of quotes, etc.

Center text



1. Select the text that you wish to align.
2. Click the Center Align icon (or press **Ctrl + E** or **Cmd + E** on a Mac).
3. Center-justified text is commonly used on title pages, chapter titles, headings, etc.

Justify text

1. Select the text that you wish to align.
2. Click the Justify icon (or press **Ctrl + J** or **Cmd + J** on a Mac).
3. Justification gives text a cleaner, more formal look. Justified text is often used in some newspapers, magazines, books, etc.

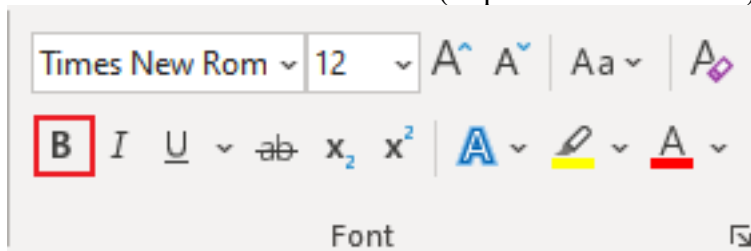
D: Formatting

Bold, Italic, and Underline

- **Bold** – a typeface that makes a character thicker than the regular one. Boldfacing is often used for emphasis, headings, subheads, highlight keywords, etc.
- **Italics** – a type style with characters that slope to the right. Italic is often used to emphasize a particular word, sentence, or particular part of a document.
- **Underline** – add a line underneath the text, in order to show its importance and draw attention to the text.

Make text bold

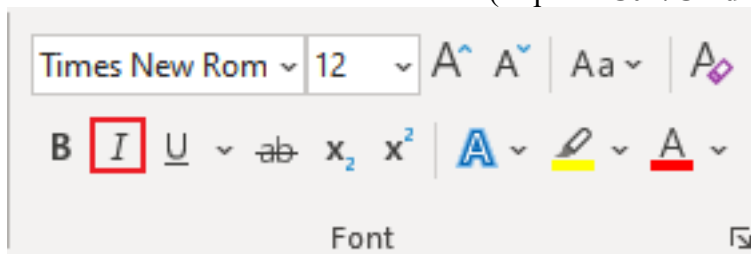
1. Open the document you wish to format.
2. Select the text for which you wish to **bold**.
3. Click Bold icon on the Home tab (or press **Ctrl/Cmd + B**).





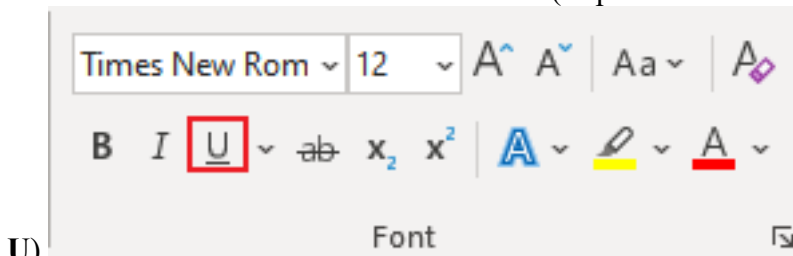
Make text italic

1. Open the document you wish to format.
2. Select the text for which you wish to make *italics*.
3. Click the Italic icon on the Home tab (or press **Ctrl/Cmd + I**).



Underline text

1. Open the document you wish to format.
2. Select the text for which you wish to underline.
3. Click the Underline icon on the Home tab (or press **Ctrl/Cmd +**



U).



Single-spaced lines (1.15)

If you are looking for a quick study guide in
Computer Studies, this book is an excellent resource.
Skip the lengthy and distracting books and instead
use this book to guide your studies.

Double-spaced lines (1.5)

If you are looking for a quick study guide in
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use this book to guide your studies.

Line Spacing

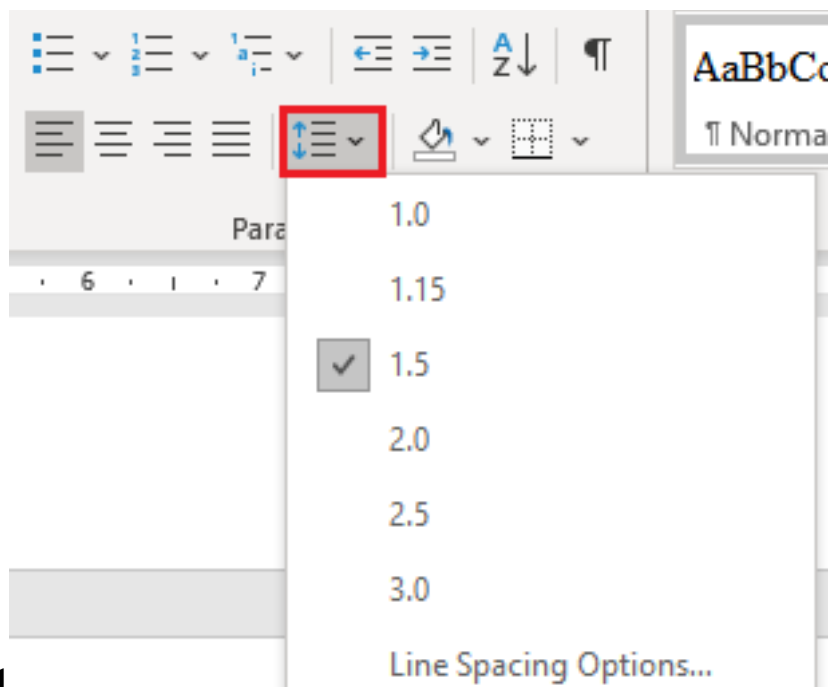
[Line spacing](#) – the space between lines of text in a paragraph.

- Most users use either single-spaced lines (one-line height) or double-spaced lines.
- Line spacing can make a document look cleaner and easy to read.


Set line spacing



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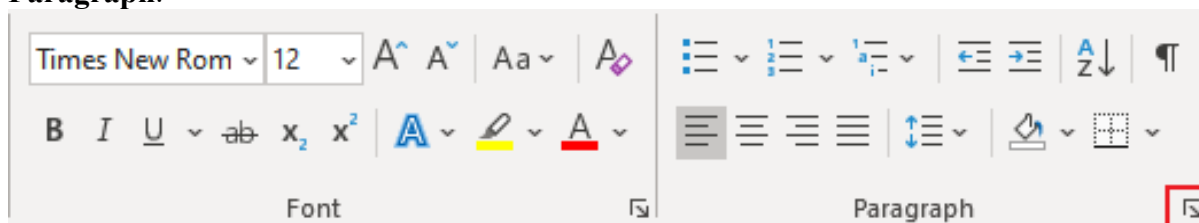


Method 1

1. Open the document you wish to edit.
2. Select the text you wish to change the line spacing.
3. Click the Line Spacing icon  on the Home tab in the Paragraph group.
4. Choose a line-spacing value from the drop-down list.

Method 2

1. Select the text you wish to change the line spacing.
2. Click the **Paragraph** dialog box launcher button (in the lower right corner of the “Paragraph” group). Or right-click anywhere in the document and then click **Paragraph**.



3. Click the **Indents and Spacing** tab.
4. Choose a desired Line Spacing option.



5. Click OK.

Method 3

Use keyboard shortcuts to set line spacing:

- Single-spacing: **Ctrl/Cmd + 1**
- Double-spacing: **Ctrl/Cmd + 2**
- 1.5-spacing: **Ctrl/Cmd + 5**
- 1.15-spacing: **Ctrl/Cmd + 0**

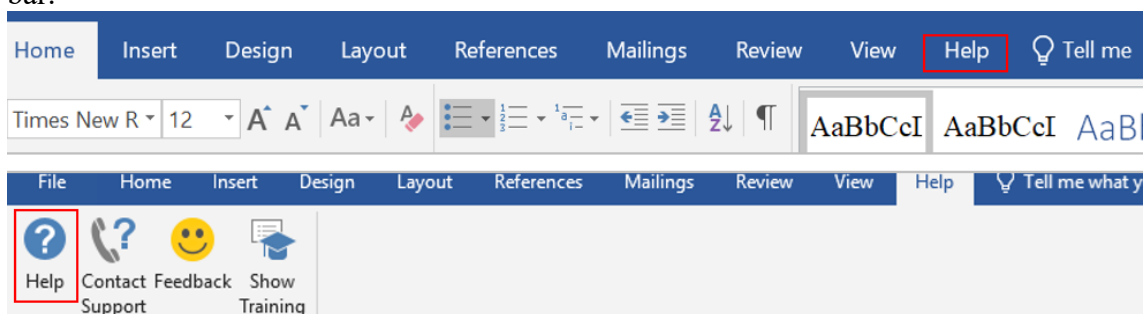
Use Help Features



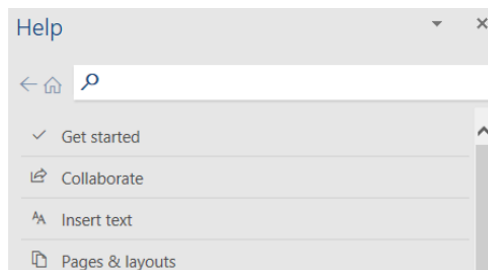
[Help menu / button](#) – the user can click help button in Word to initiate a search, display the help resources, and aid the user in their task.

Access help

- Method 1: Click the **Help** button on the title bar.



- Method 2: Press the shortcut key **F1** to open the Help window.



- Method 3: Use help tutorials. Click out this blog post: [Word 2016 – Tell Me Tool](#)
- Method 4: Get help in the form of a Screen Tip.

[Screen Tip \(Tool Tip\)](#) – a small text box (a hint) appears when the mouse point rest on a command, icon, button, etc. It displays the name of the item and sometimes a brief description of its function and the shortcut key for the command.



Add a Header

Headers help you to repeat content at the top of every page.

They're useful for showcasing information, like title, author, and page number.

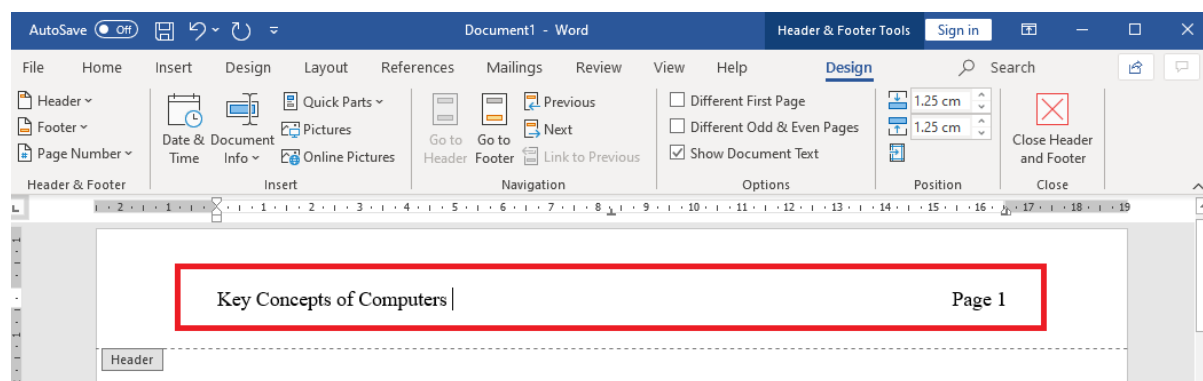
[Tell me more](#)



E: Headers, footers, page numbers, and bullets

Create a Header

Header – a section of information that appears at the top margin of each page of a document.

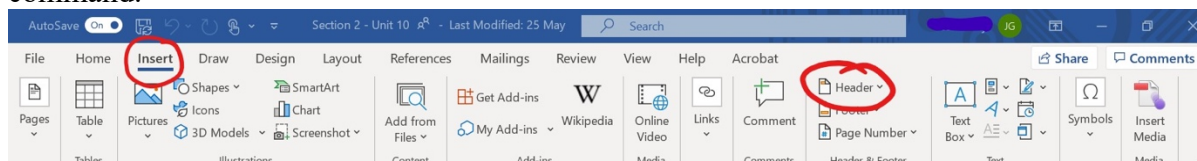


Method 1

1. Double-click anywhere on the top of a page. A straight line (or a dashed line) on the head will appear.
2. Enter any desired information on the header (such as a chapter title, a document tile, a business logo, the creation date, etc.).
3. Double-click on the body of page (or press the **Esc** key) to close the header. The header will be on the top of each page.

Method 2

1. Click the **Insert** tab.
2. Click the **Header** command.



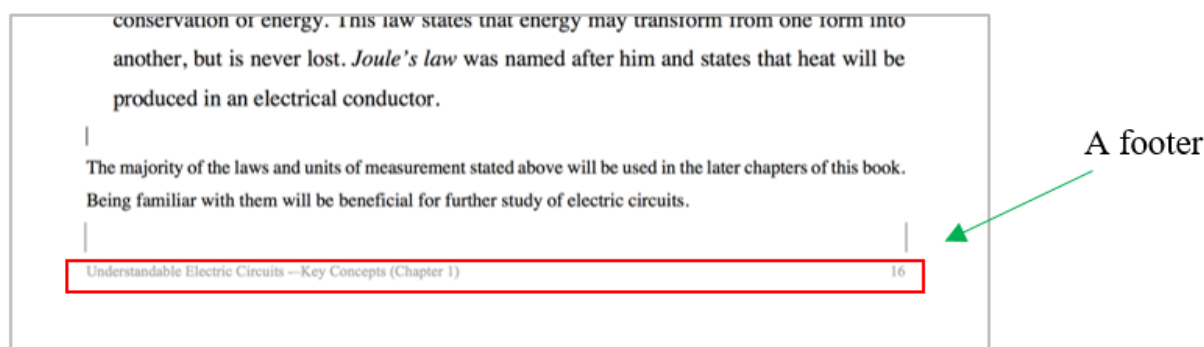
3. In the menu that appears, choose a desired header layout (called content control).
4. Enter any desired information on the header.



5. Double-click on the body of page (or press the **Esc** key) to close the header. The header will be on the top of each page.

Create a Footer

Footer – a section of information that appears at the bottom margin of each page of a document.

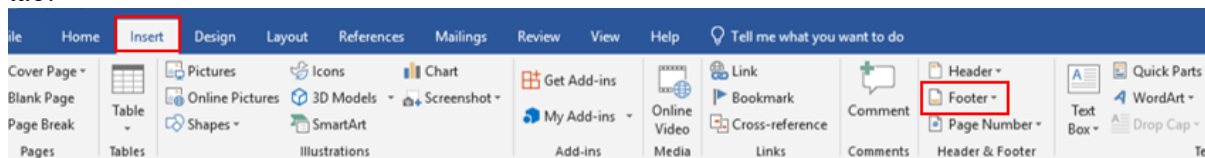


Method 1

1. Double-click anywhere at the bottom of the page. A straight line (or dashed line) on the footer will appear.
2. Enter any desired information on the footer (such as the page number, author's name, copyright, references, etc.).
3. Double-click on the body of page (or press the **Esc** key) to close the footer. The footer will be at the bottom of each page.

Method 2

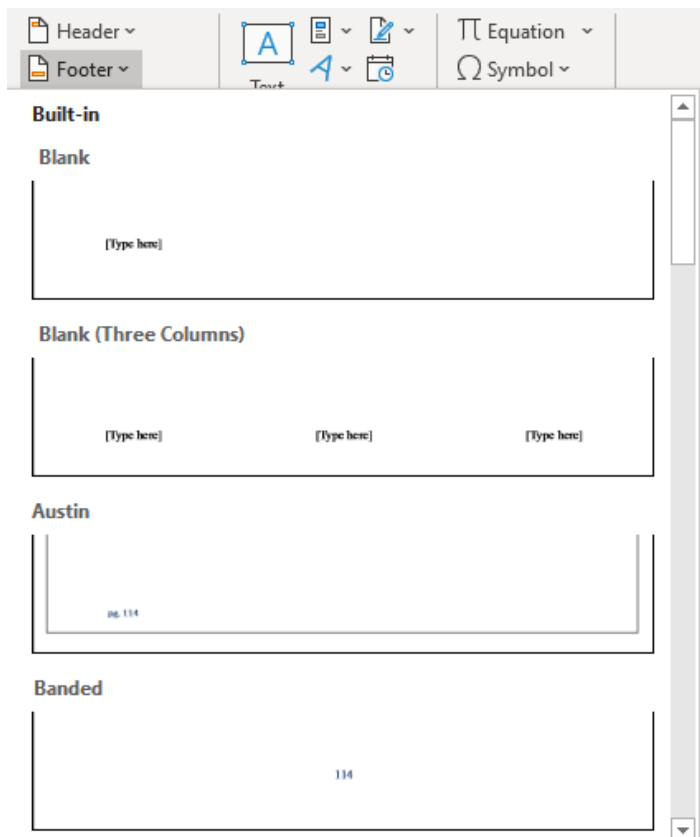
1. Click the **Insert** tab.



2. Click the **Footer** command.
3. In the menu that appears, choose a desired footer layout.
4. Enter any desired information on the footer. The footer will be at the bottom of each page.
5. Double-click on the body of page (or press the **Esc** key) to close the footer.



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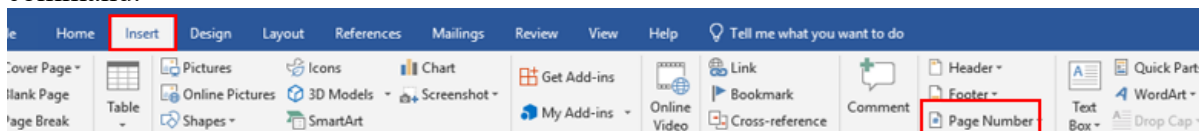


Page Numbers

[Page numbers](#) – Word supports automatically adding page numbers in a multi-page document.

Insert page numbers

1. Click the **Insert** tab.
2. Click the **Page Number** command.

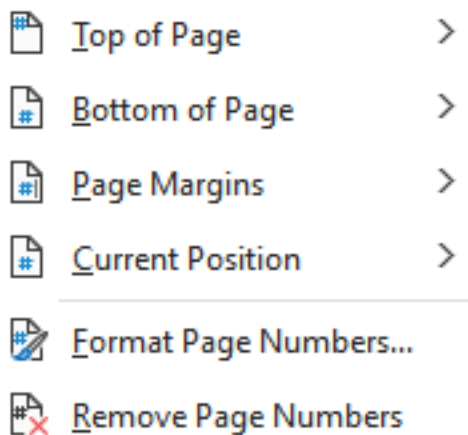




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Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1st term – Lecture No. 8 & Lecture Name (Word)



3. Select a desired position (such as Top of Page, Bottom of Page, etc.) you wish the page number to appear in.
4. Select a desired style (such as Plain Numbers 1, Plain Numbers 2, etc.).

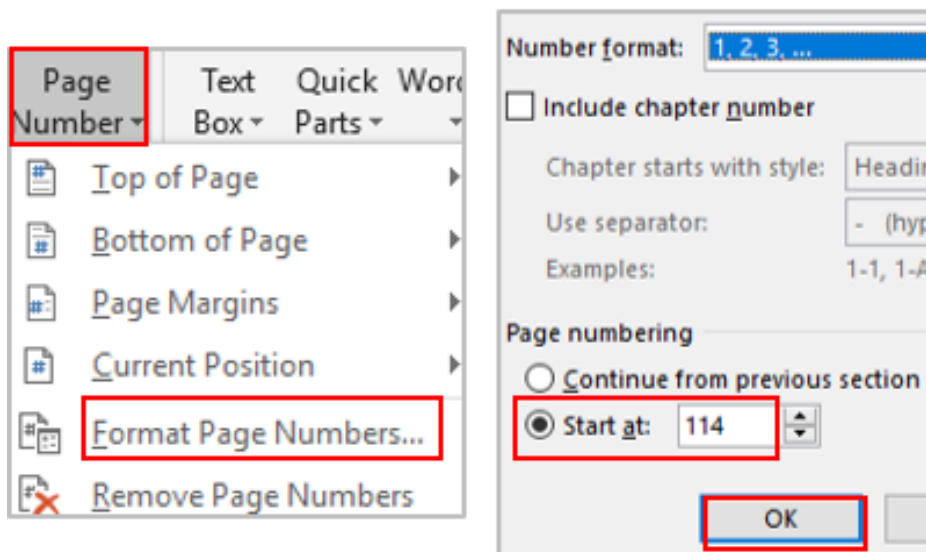


Change the starting page number

1. Click the **Insert** tab.
2. Click the **Page Number** command.
3. Select **Format Page Numbers**.
4. Click **Start at** and type the page number you wish to appear on the first page.
5. Click **OK**.

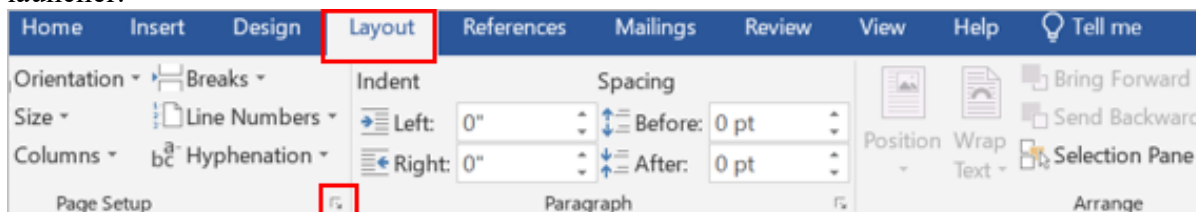


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Start page number on page two (hide the page number on the first page)

1. Click **Layout**.
2. Click the Page Setup Dialog box launcher.



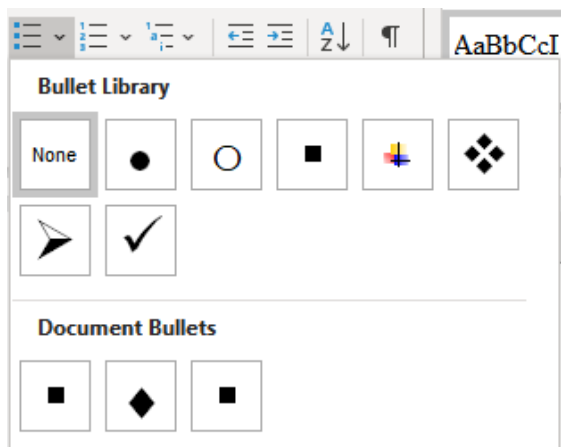
3. Select **Layout** tab and Check the box next to **Different first page**.



4. The page number will disappear from the first page.

Bulleted or Numbered Lists

Bullet – a dot, a small circle, diamond, or other symbols that is found before the text (a phrase, sentence or paragraph, etc.) to help organize information, make it easier to read, or differentiate between the different points.



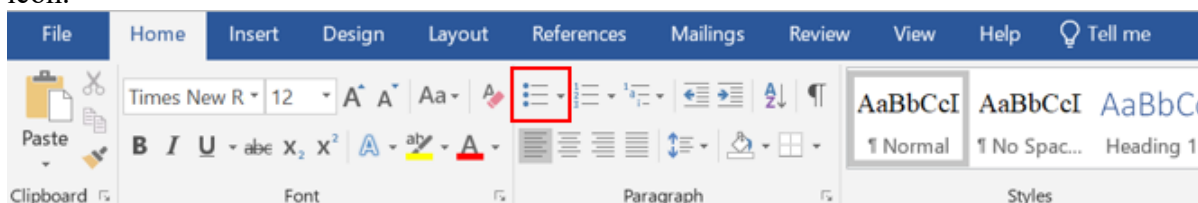


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Insert a bulleted list (a list whose items are bulleted)

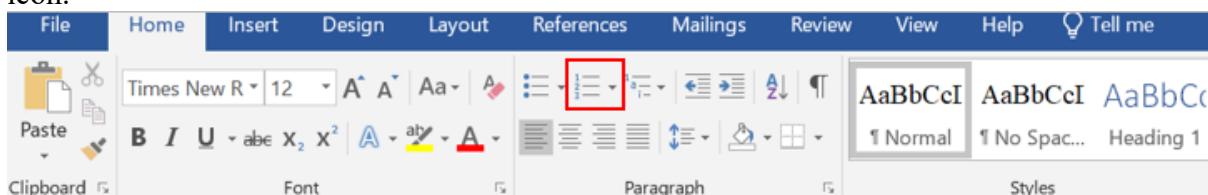
1. Select the text you wish to format as a list.
2. Click the **Bullets** icon.



3. Click to select a bullet symbol (i.e., a dot, a small circle, diamond) that you wish to use for the bullet.
4. Deselect the text.

Insert a numbered list (a list whose items are numbered or lettered)

1. Select the text you wish to format as a list.
2. Click the **Numbering** icon.





3. Click to select a number or letter symbol that you wish to use for the list.

Numbering Library

None	(a). _____	1. _____
	(b). _____	2. _____
	(c). _____	3. _____
1) _____	I. _____	A. _____
2) _____	II. _____	B. _____
3) _____	III. _____	C. _____
a) _____	a. _____	i. _____
b) _____	b. _____	ii. _____
c) _____	c. _____	iii. _____

Document Number Formats

1. _____
2. _____
3. _____

4. Deselect the text.

When you delete or add items in the list, or change the numbering format of the style, the numbers / letters in a list are updated automatically.

F: Tab stops

Tab stop – a location where the cursor (insertion point) would stop when the Tab key is pressed.

- Tab stops are used to allow users to align text at a specific location in a document.



- A Tab stop defines length of Indent used at beginning of a line or



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paragraph.



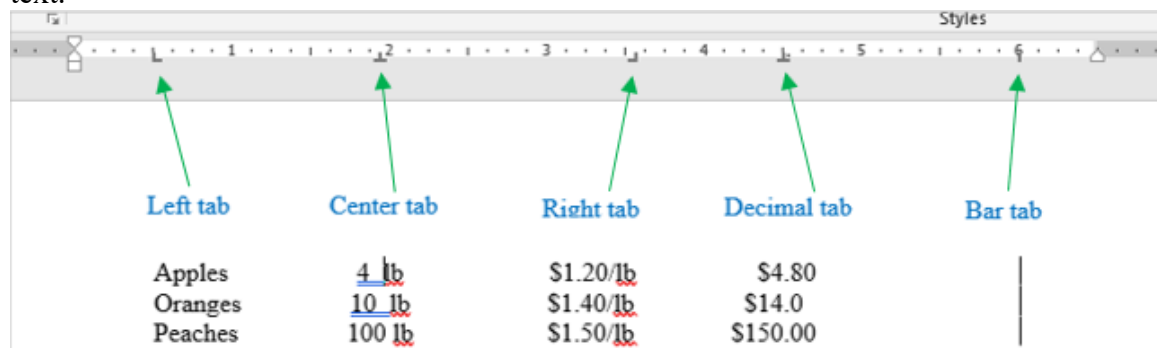
- Pressing the Tab key (on the keyboard) will move the cursor to the next tab stop (which itself is invisible).
- The tab stop appears on the horizontal ruler at the top of the Word window.

Types of Tab Stops

- Left Tab – text is aligned to the left of the tab stop.
- Center Tab – text is centered in the middle of the tab stop.
- Right Tab – text is aligned to the right of the tab stop.
- Decimal Tab – numbers are aligned by their decimal points.

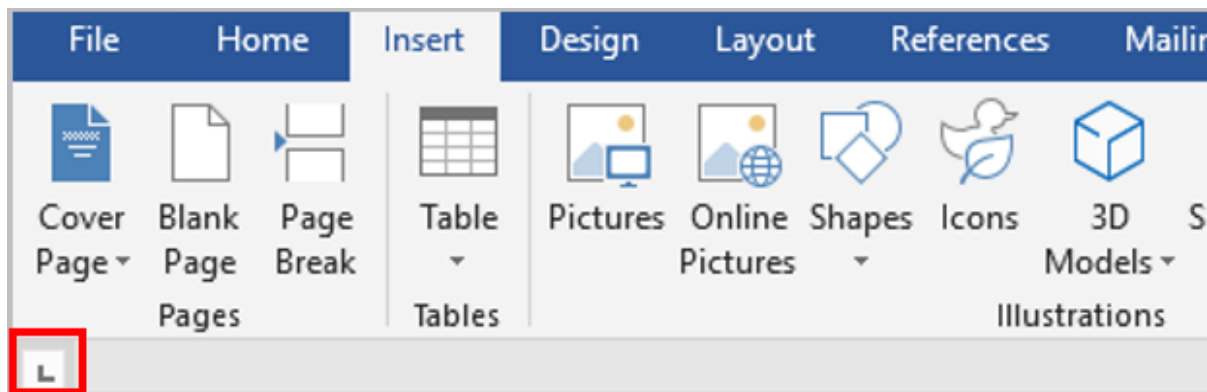


- Bar Tab – inserts a vertical line (bar) into a line of text.



Set Tab Stops

The tab selector (tab indicator) – a small button located in the left corner of the horizontal ruler that supplies the user with a variety of tab marker (tab stop) options (left, right, center, etc.).



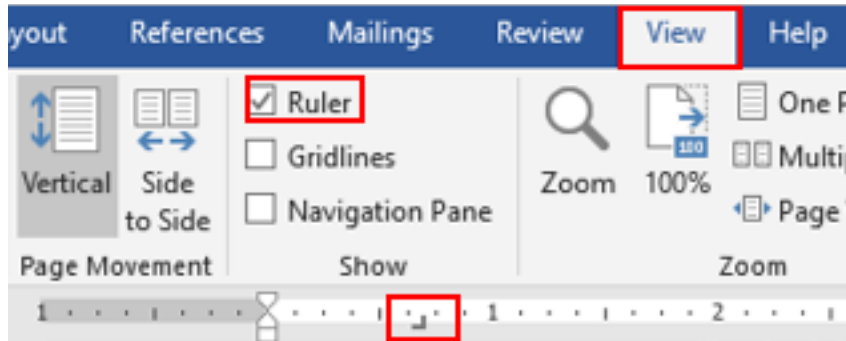
Insert a tab stop

Method 1

1. Select the paragraphs / sentences you wish to set tab.
2. Click the Tab Selector until it displays the type of tab stop you wish to use.

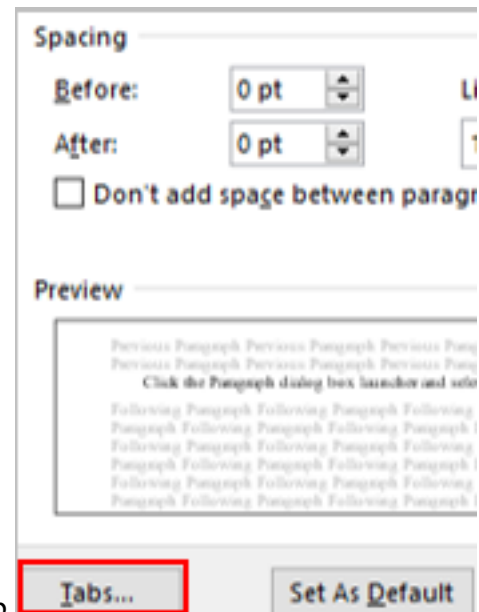


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3. Click on the lower edge of the horizontal ruler at the exact spot where you wish the tab to set. (If you don't see the ruler at the top of the Word window, click **View**, then **Ruler** to display it.)
4. Click to place the insertion point in front of the text where you wish to insert the tab.
5. Press the **Tab** key on the keyboard.

Method 2



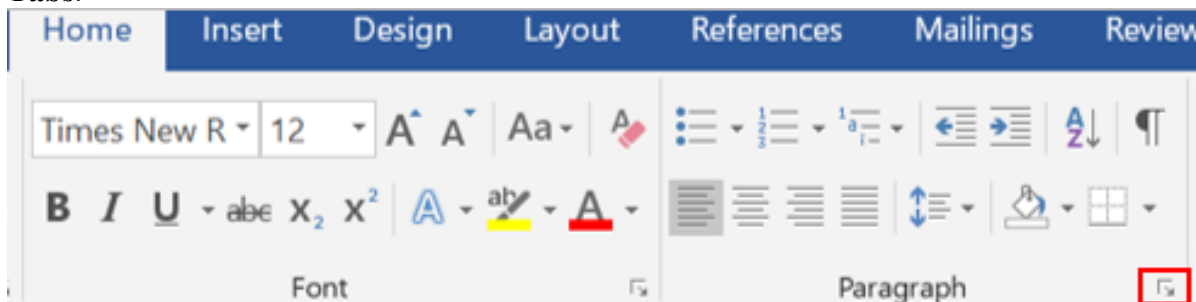
1. Select the paragraphs / sentences you wish to set tab.



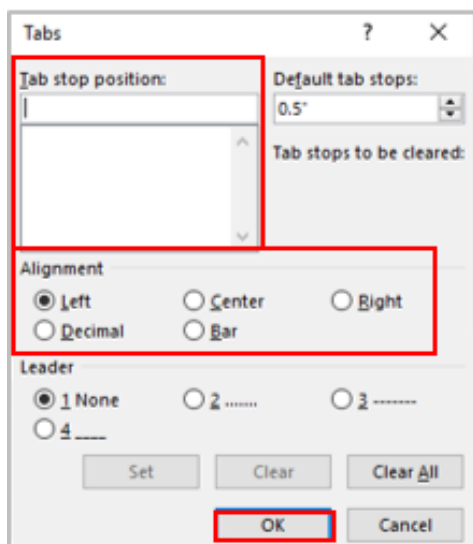
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- Click the Paragraph dialog box launcher and select the **Tabs**.



- In the “Tab stop position” box, enter the measurement (such as 4”) on the horizontal ruler where you wish the tab to appear.
- Under “Alignment”, select a tab stop type (such as Left, Center, Right, Decimal, etc.).
- Click **OK**.



Remove Tab Stops

Method 1

- Select the paragraphs you wish to remove the tab.
- Drag the tab stop marker off the horizontal ruler.

Method 2

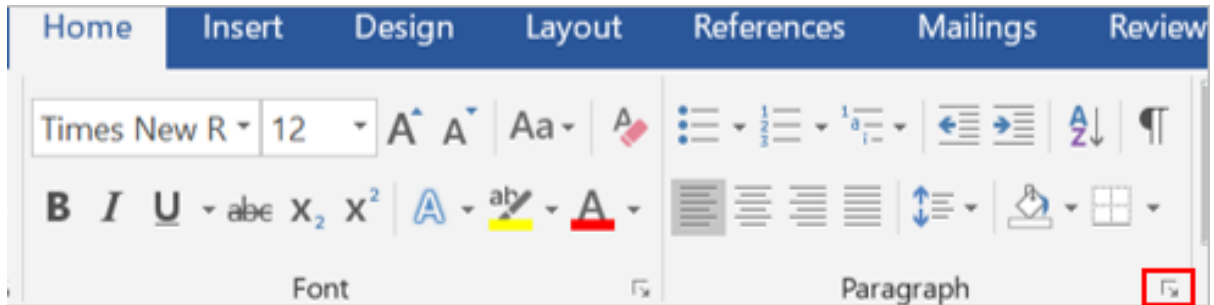
- Select the paragraphs / sentences you wish to remove the tab.



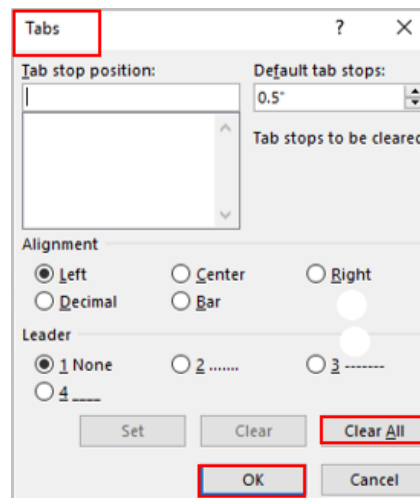
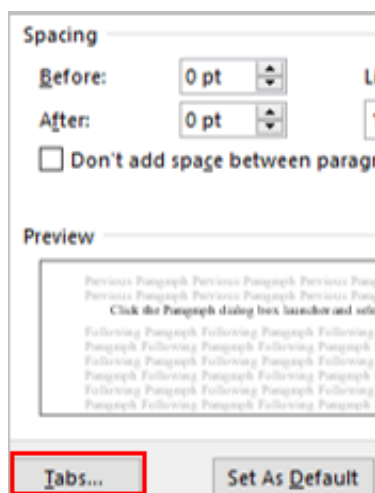
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2. Click the Paragraph dialog box launcher.



3. Click to select the **Tabs**.
4. Click **Clear All**.



5. Click **Ok**.



G: Tables, columns, and breaks

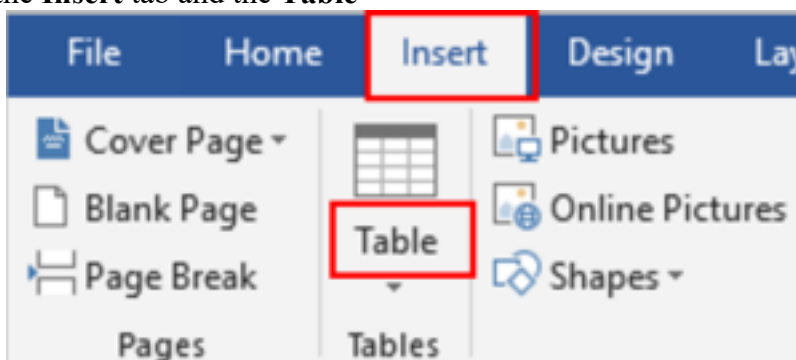
Insert a Table

Table – information arranged in a condensed form of columns and rows. It is a more effective way to present information.

Insert a table in a document (Word 2016)

Method 1

1. Click where you wish to insert the table in your document.
2. Click the **Insert** tab and the **Table**

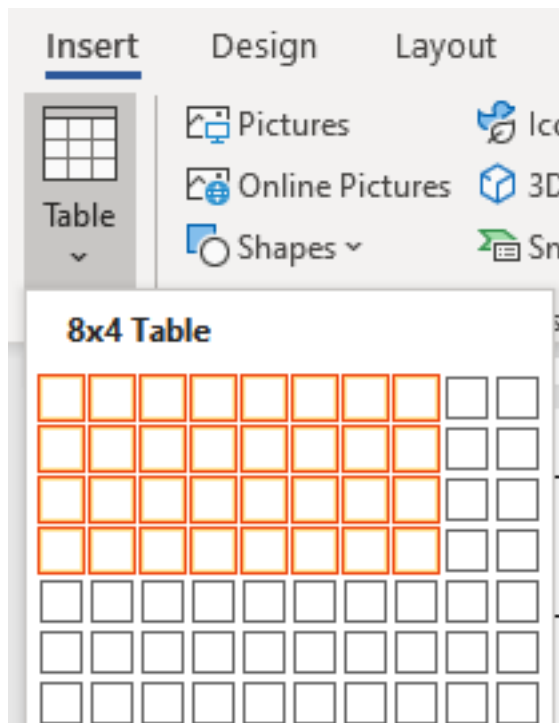


button.

3. Drag through to select the desired number of rows and columns (a table will appear).

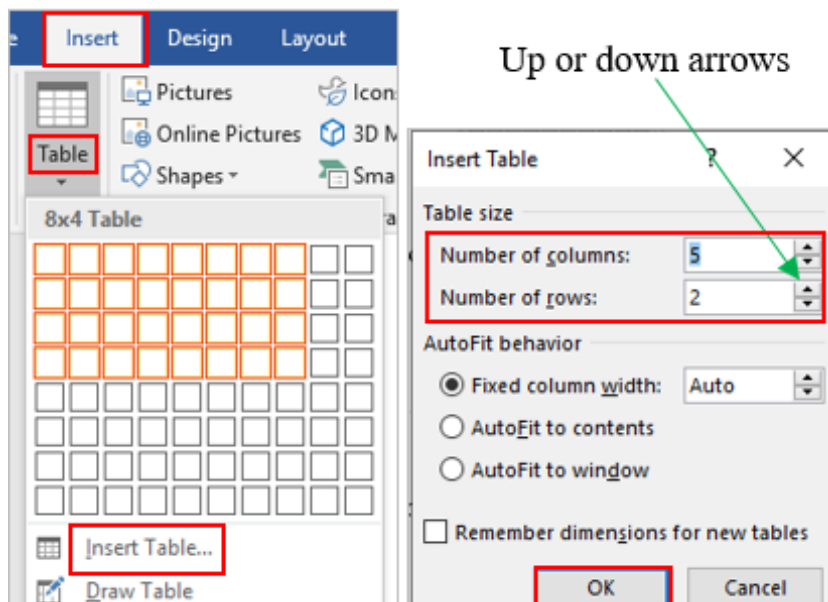


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Method 2

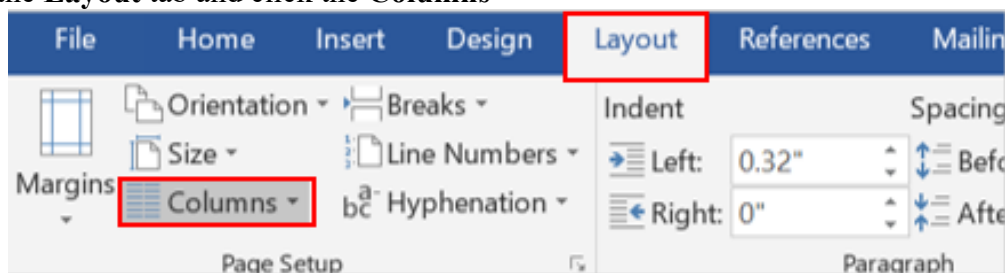
1. Click where you wish to create the table in your document.
2. Click the **Insert** tab.
3. Click the **Table** button.
4. Click **Insert Table**.
5. Click the up or down arrows (in the Table drop-down menu) to select the desired number of columns.
6. Click the up or down arrows to select the desired number of rows.
7. Click **OK** to insert the table.



Create and Remove Columns

Add columns to a document

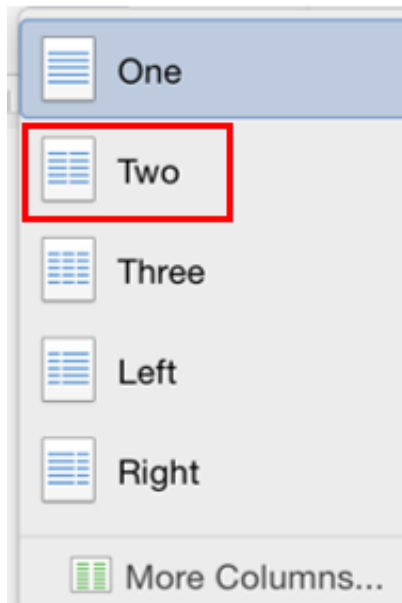
1. Select the paragraphs you wish to lay out in columns.
2. Click the **Layout** tab and click the **Columns**



3. Click to select the number of columns you wish to create (such as “Two,” in the drop-down menu).
4. The text will lay out in columns.

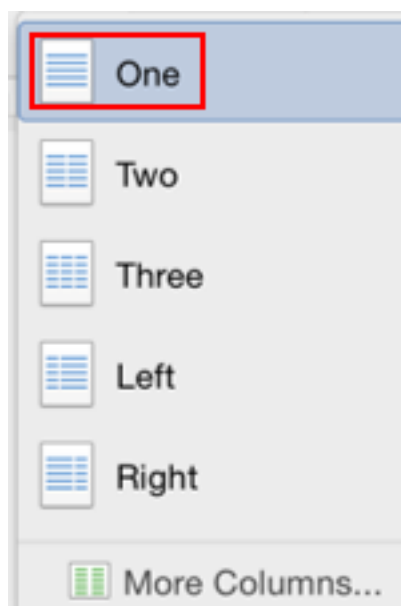


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Remove columns

1. Click anywhere in the columns.
2. Click the **Layout** tab.
3. Click the **Columns** button.
4. Click **One** to change the document as one column.





Insert Page Breaks

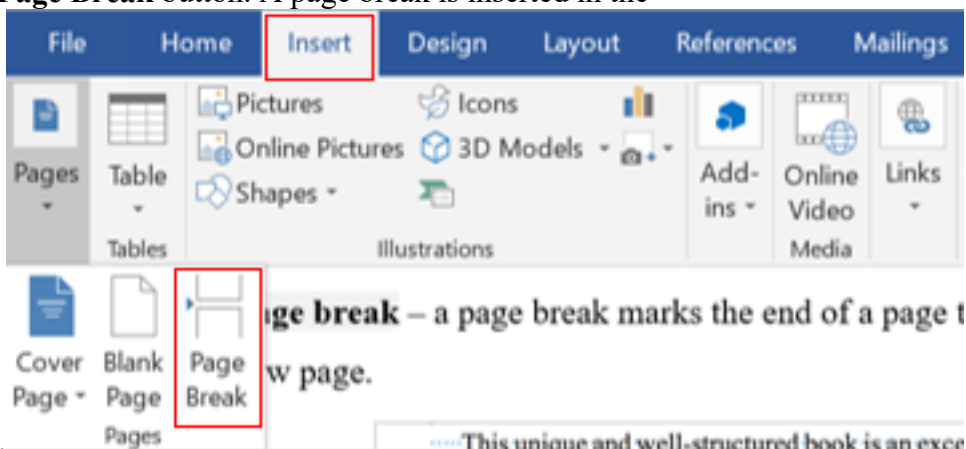
Page break – a page break marks the end of a page that indicates where the printer will start a new page.

.....This unique and well-structured book is an excellent supplement and convenient reference book for fundamental / intermediate computer studies. It provides concise, understandable and effective guide on fundamental / intermediate level computer.

Page Break

Insert a page break

1. Click where you wish a new page to begin.
2. Click the **Insert** tab.
3. Click the **Page Break** button. A page break is inserted in the



document.

4. Click on the **Home** tab and then Show/Hide symbol (¶) will show hidden page breaks (click the Show/Hide symbol again will remove ¶).



Insert Section Breaks

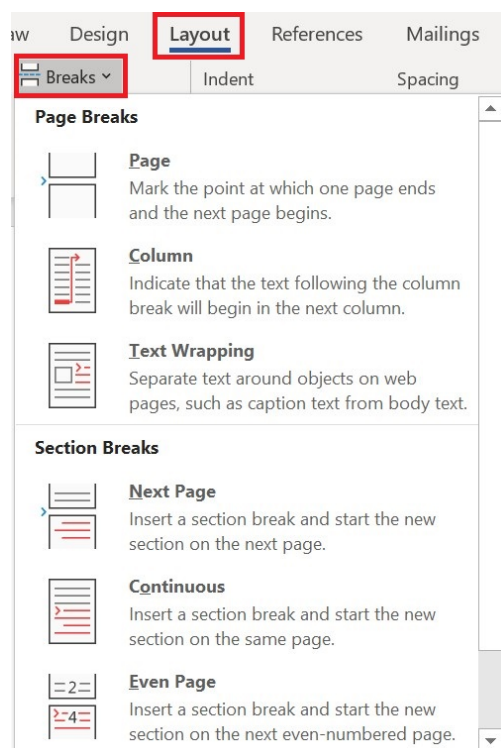
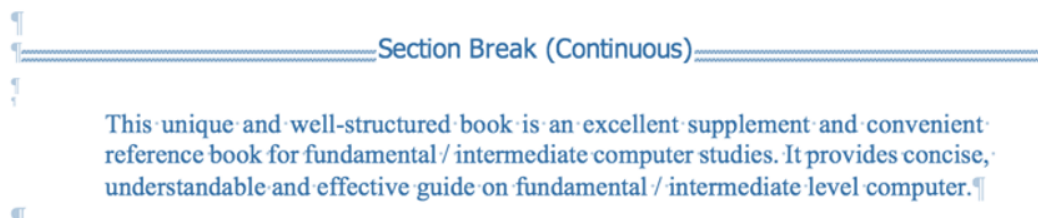


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Section break – a section break splits a page into sections that can have a different format or layout within the same page in the document.

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Insert a section break

1. Click where you wish a new section to begin.
2. Click the **Layout** tab.
3. Click the **Breaks** button.
4. Click to select the type of section break you wish to use.



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5. Click on the **Home** tab and then Show/Hide symbol (¶) will show hidden section breaks.

Remove a page or section break

1. Click the **Home** tab.
2. Click the Show/Hide symbol ¶ (to display the section break).
3. Double-click the page or section break to select it.
4. Press the **Delete** key (on the keyboard).

