University of Mosul
College of Computer Sciences and Mathematics

Department of Software

COMPUTER APPLICATIONS
2022-2023

Second Lecture

Asst. Prof. Ashraf Abdulmunim Althanoon

Microsoft Word is a word processing program that was first developed by Microsoft in 1983. Since that time, Microsoft has released an abundance of updated versions, each offering more features and incorporating better technology than the one before it. The most current web-based version of Microsoft Word is Office 365, but the software version of Microsoft Office 2019 includes Word 2019.

OBJECTIVES

Create and manage references
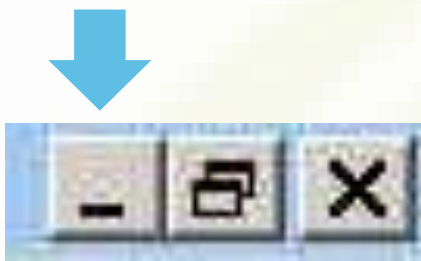
Create and save a document

Manage tables and lists

Manage tables and lists

Preview and print a document

Insert graphic elements

Microsoft Word

01

When you click the **minimize** button the program becomes a button on the Windows taskbar located at the bottom of the screen.

02

When you click the **maximize / restore** button the program assumes the same shape and size it was before you minimized it.
Or
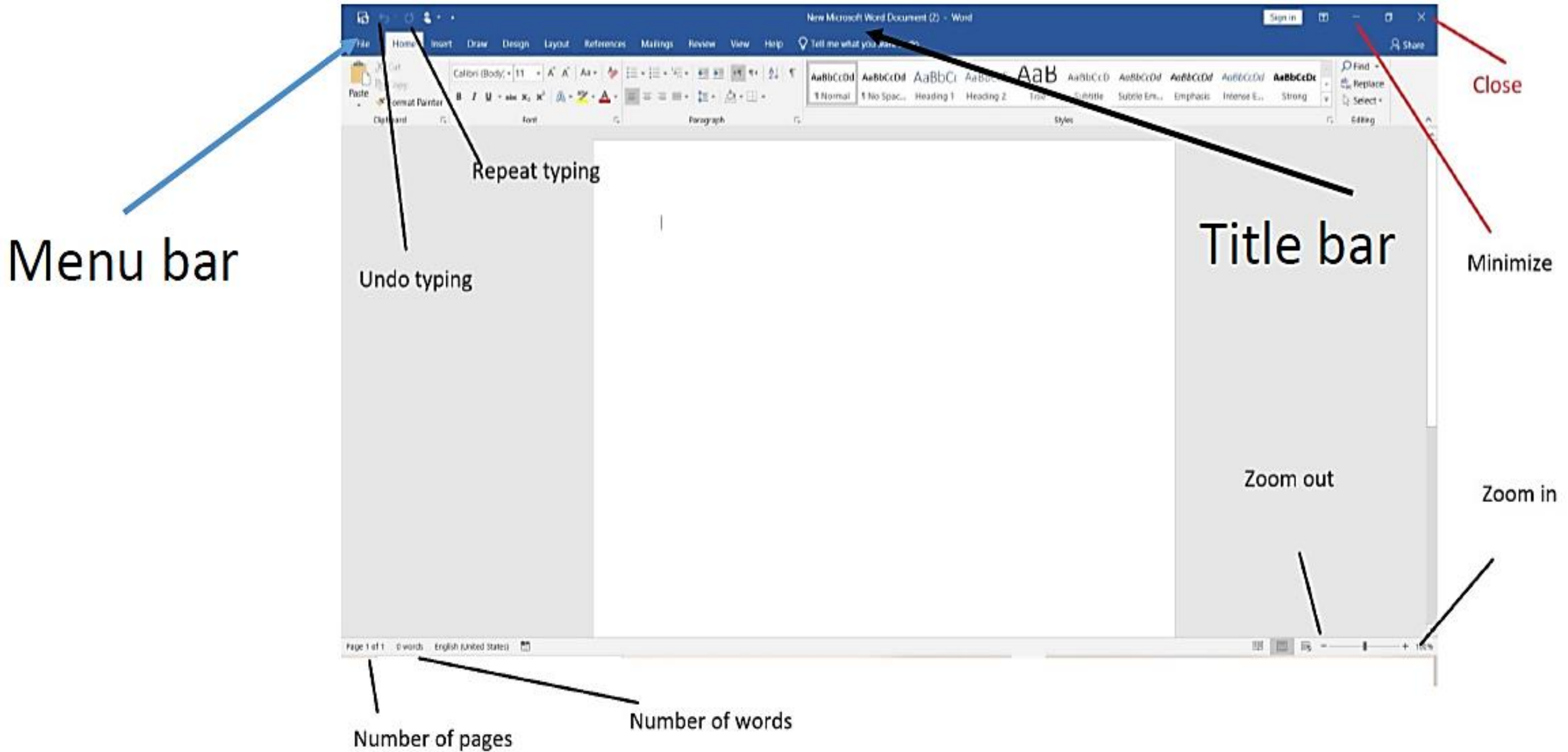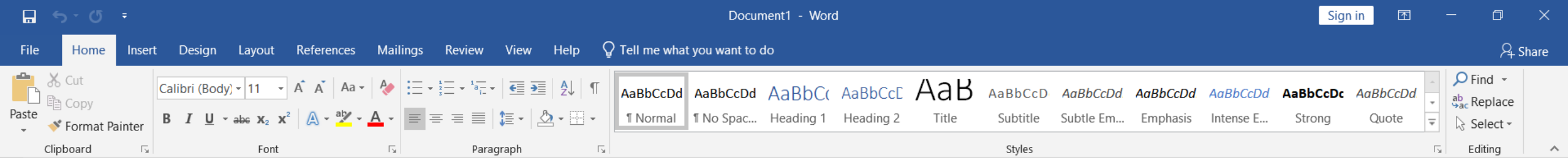The program window will fill the screen

03

When you click the **close** button the program will ask you if you want to save the changes if you have made any changes. Once you have responded to this question the program will close.

Microsoft Word

Menu bar

Repeat typing

Undo typing

Title bar

Close

Minimize

Zoom out
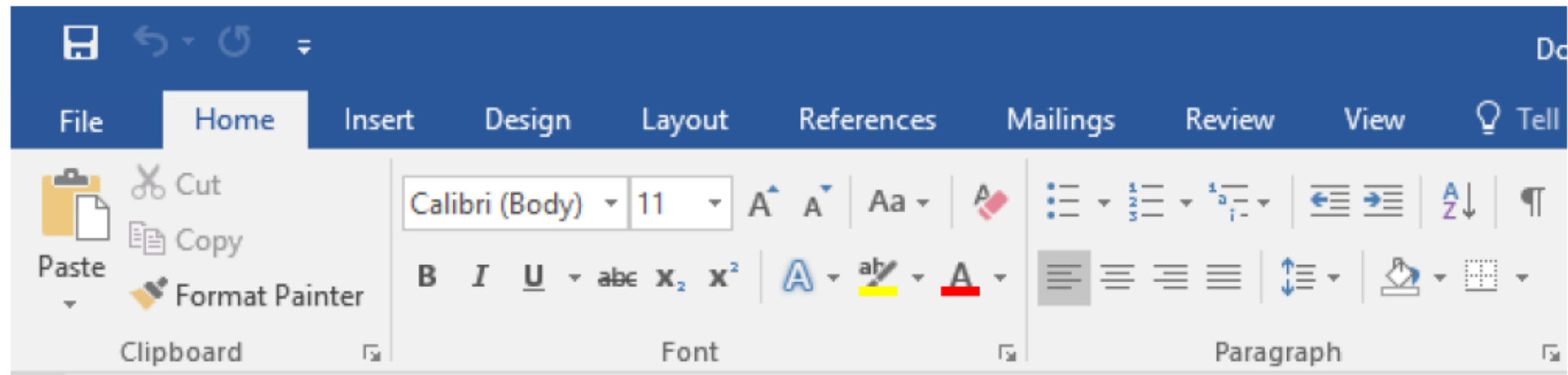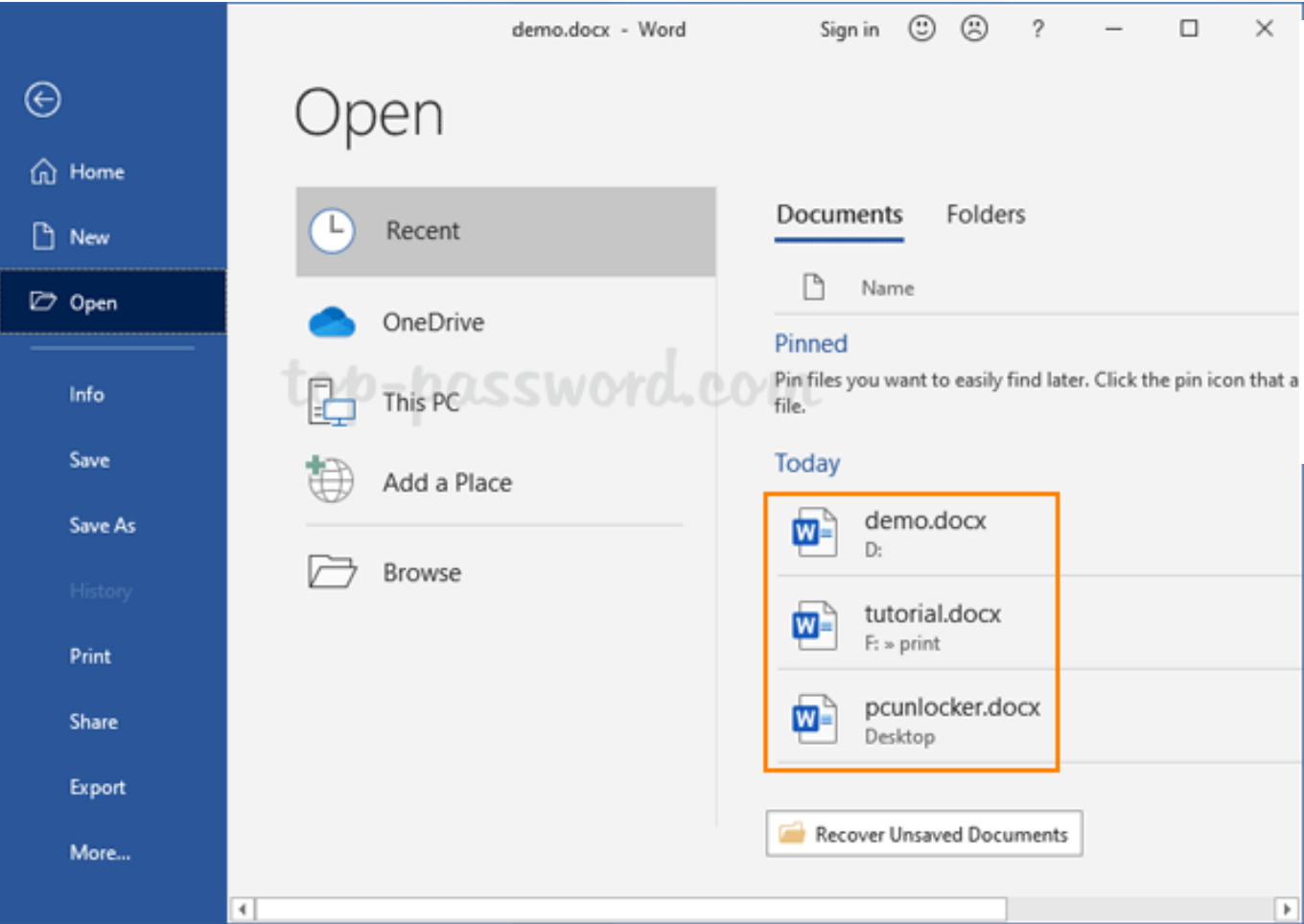
Zoom in

Number of pages

Number of words

- The Ribbon contains multiple tabs, each with several groups of tools. The tools provided in the ribbon will help you complete common tasks in Word.
- **The Ribbon has nine tabs:**

1. File
2. Home
3. Insert
4. Design
5. Layout
6. References
7. Mailings
8. Review
9. View
10. Help

Microsoft Word

| 1- Recent:	Shows documents those recently opened.
2- Save (Ctrl+s):	Save changes (add or delete) to document.
3- Save as (Ctrl+s):	Save document with name, location and type.
4- Open (Ctrl+o):	Open documents. Open for read only also can be used.
5- Close (Ctrl+w):	Exist from document that currently opened.
6- New (Ctrl+n):	Create a new document.
7- Print (Ctrl+p):	Print pages out using printer.
8- Options:	Advanced features of Microsoft word can be changed.
9- Exit (Alt+f4):	To exist from Microsoft word along with all documents.

# Microsoft Word

The Quick Access Toolbar

- **The Quick Access toolbar lets you access common commands no matter which tab is selected. By default, it shows the Save, Undo, and Repeat commands. You can add other tools depending on your preference.**

Home tab
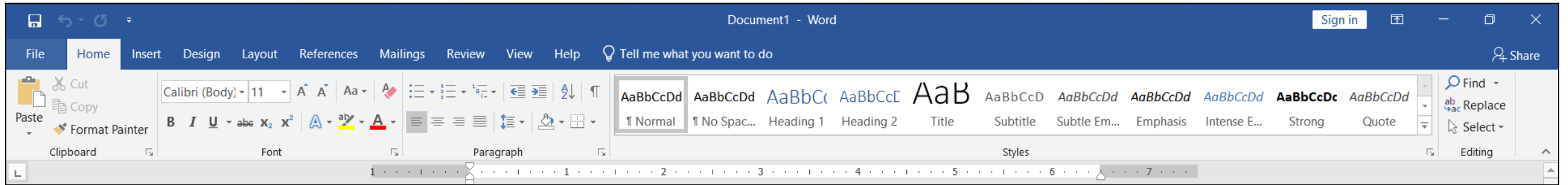
✓ **The Home tab gives you access to some of the most commonly used commands for working with Word, including copying and pasting, formatting, aligning paragraphs, and choosing document styles.**

✓ **The Home tab is selected by default whenever you open Word.**

The Quick Access Toolbar
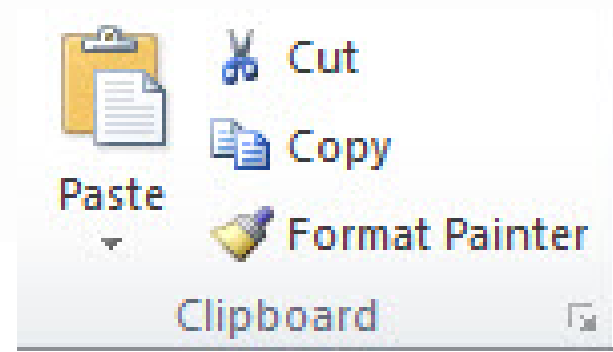
Clipboard

You can quickly display the Clipboard task pane by clicking on the dialog launcher in the bottom right corner of this group.

Paste - Button with Drop-Down. Pressing the arrow below the Paste button will display a list of the most common Paste Special options including Paste Values and Paste Link. (Standard toolbar).

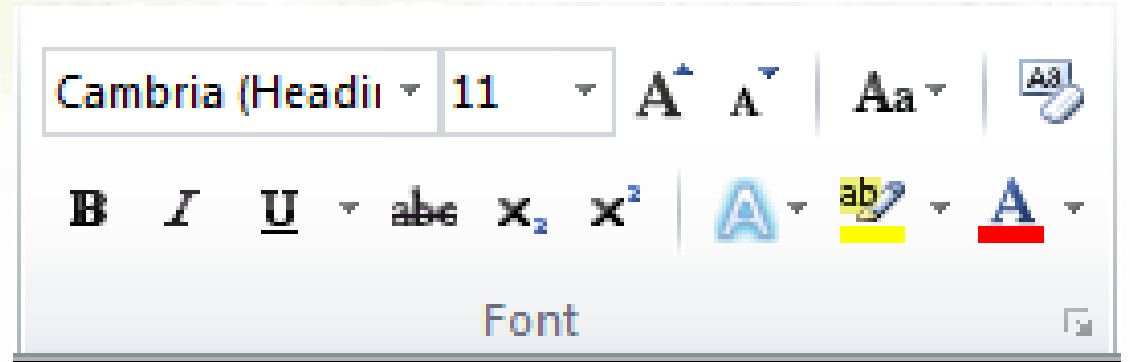**Cut - (Ctrl + X)**. Cuts the current selection to the clipboard. (Standard toolbar).

Copy - (Ctrl + C). Copies the current selection to the clipboard. (Standard toolbar).

Format Painter - Copies the format from a cell or range allowing it to be pasted elsewhere. (Standard toolbar).
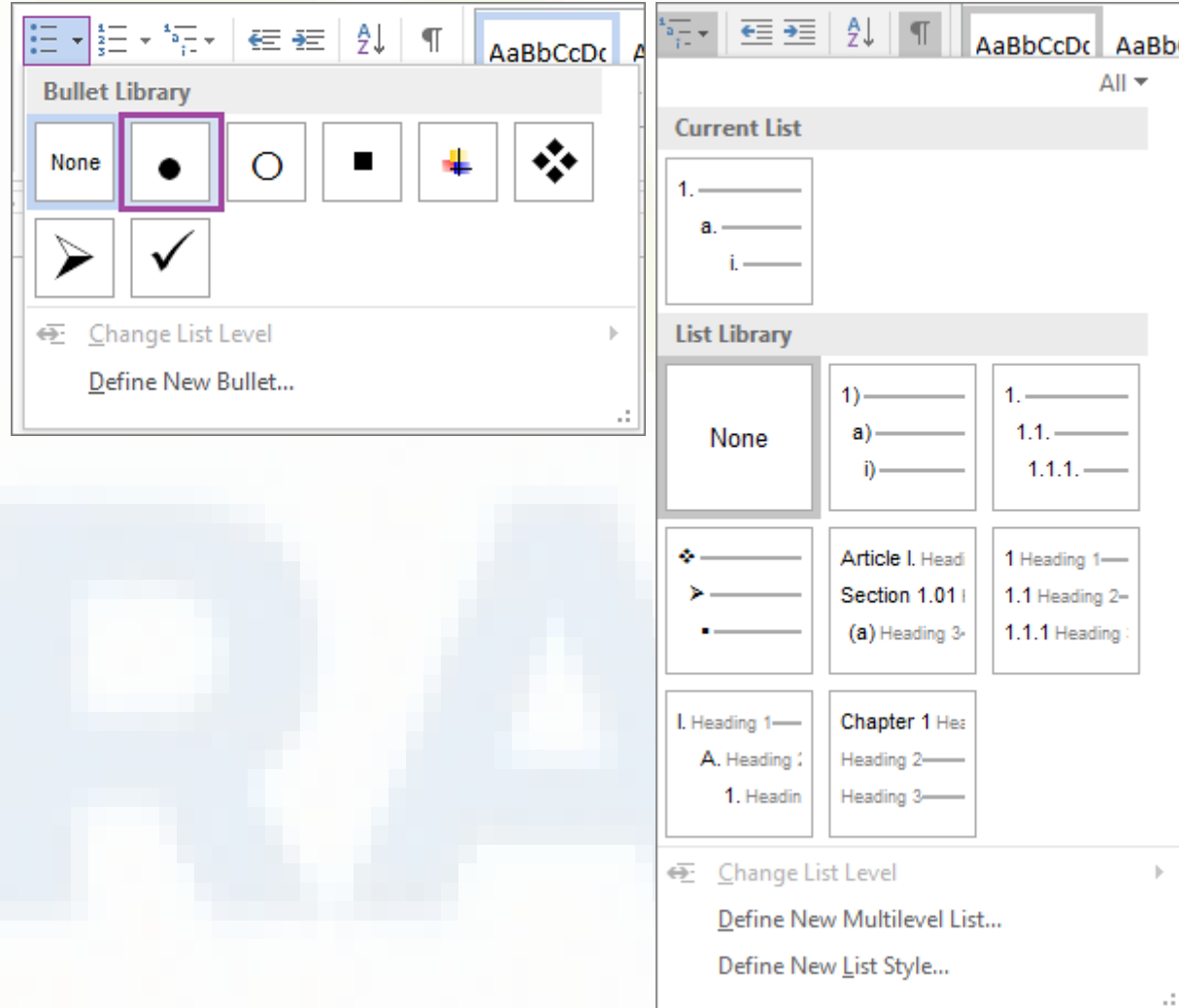
Microsoft Word
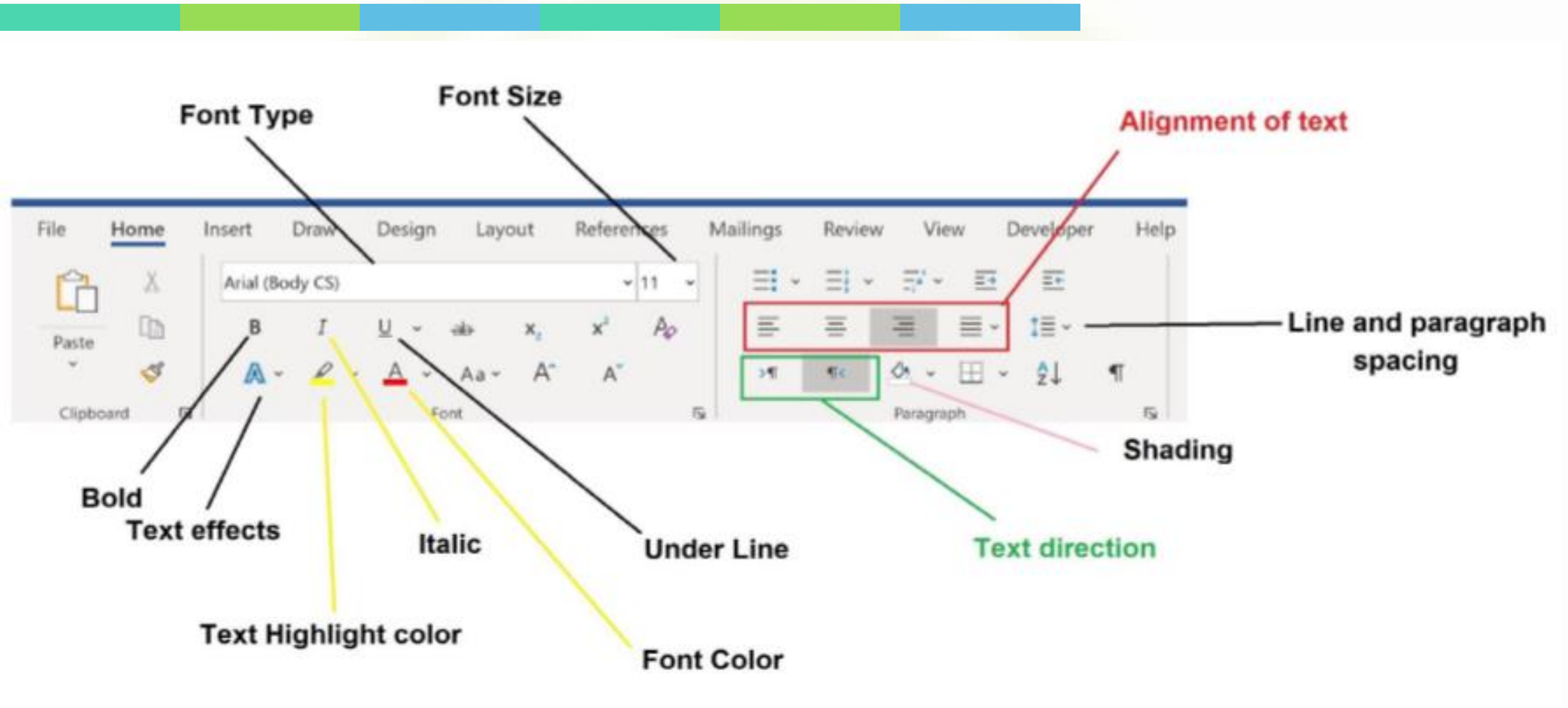
The Quick Access Toolbar

The font group has to do with how characters look. It is distinguished from the paragraph group where the formatting handles the entire paragraph. I am going to divide these controls into three parts:

1. Controls that give you direct formatting or erase that formatting,
2. A Control that changes the Case of text but is not formatting, and
3. Controls that change how the text looks but are not considered formatting.

Microsoft Word

Microsoft Word

The Editing Group
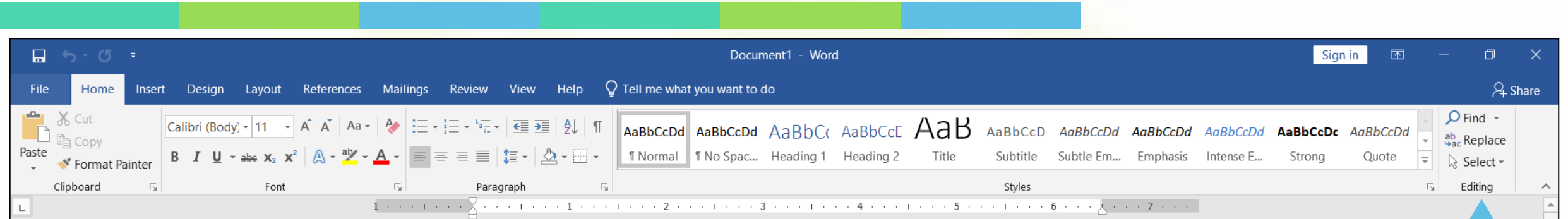
HOME

Find

Replace

Select

Editing