



*University of Mosul*  
*College of Computer Sciences and Mathematics*



*Department of Software*

**COMPUTER APPLICATIONS**  
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***Second Lecture***

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## Business Plan

*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

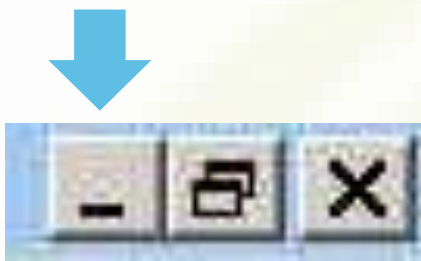
Manage tables and lists

Manage tables and lists

Preview and print a document

Insert graphic elements





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



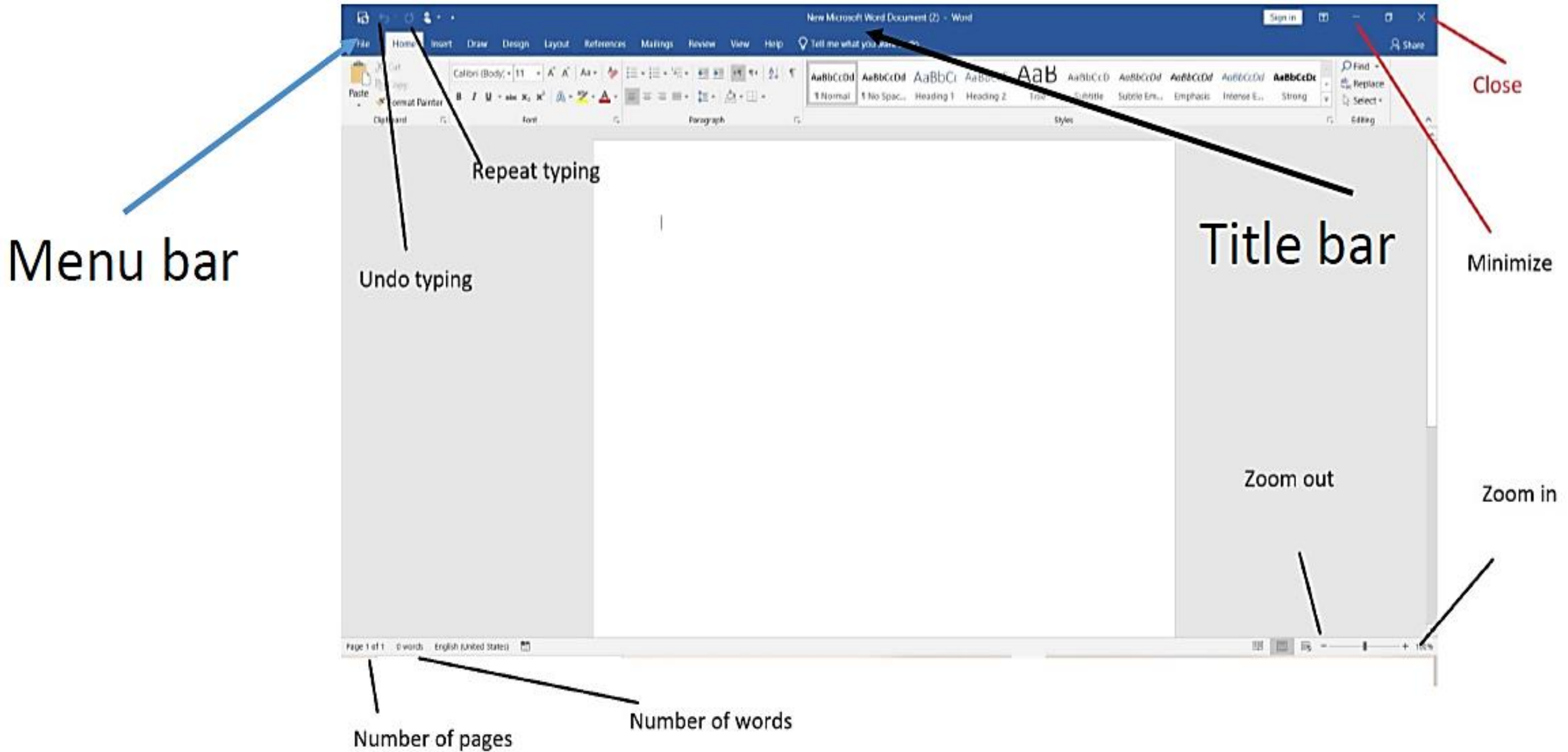
03

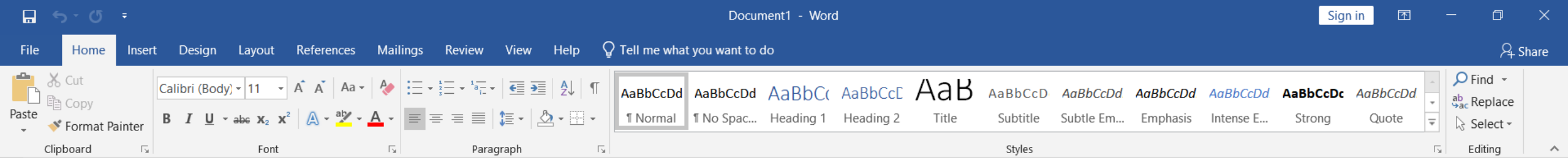


When you click the **close** button the program will ask you if you want to save the changes if you have made any changes. Once you have responded to this question the program will close.

04

# Microsoft Word

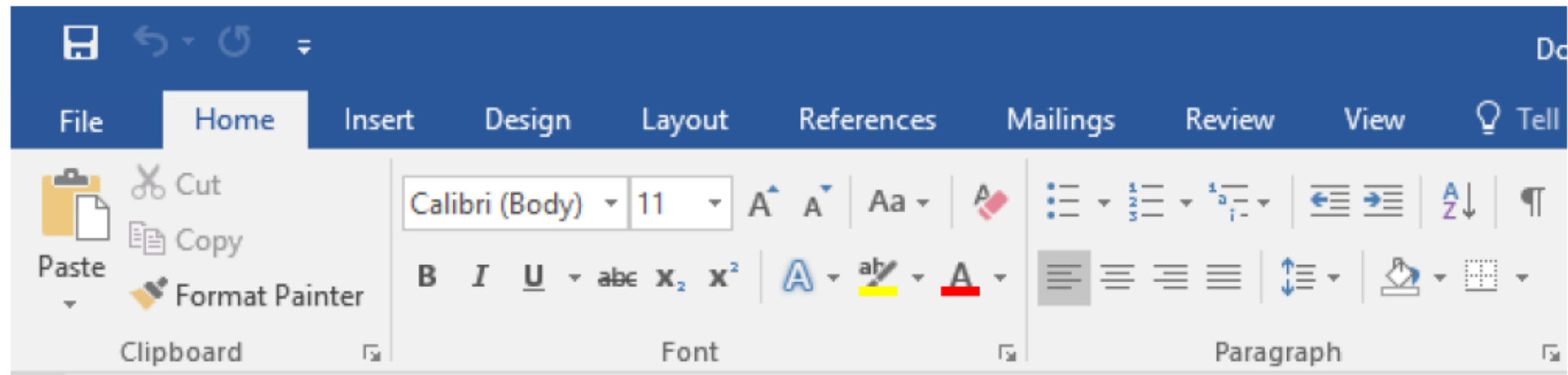




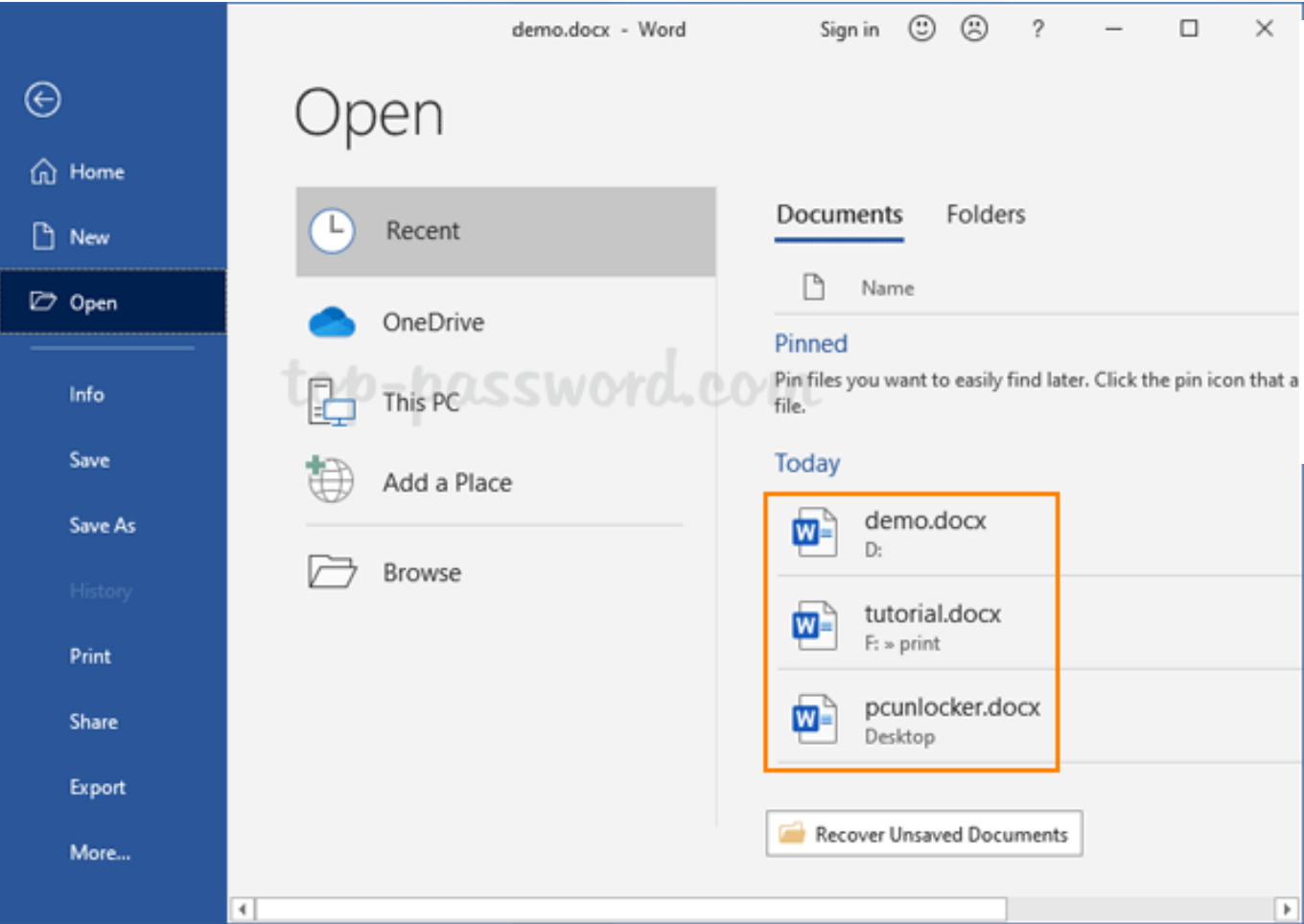
- The Ribbon contains multiple tabs, each with several groups of tools. The tools provided in the ribbon will help you complete common tasks in Word.

- **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.

RAAF



# Microsoft Word



**Select printer**

**Select to print All pages Current Page**

**Chose to print specific pages**

**Number of Copies**

25-converted

waleed Noori

Print

Copies: 1

Printer: Canon G3010 series Offline

Settings

Print All Pages The whole thing

Pages: 1

Print One Sided Only print on one side of...

Collated 1,2,3 1,2,3 1,2,3

Portrait Orientation

A4 21 cm x 29.7 cm

Custom Margins

44 of 94

44%

**VI- View:**  
Various Document views:

1. Print layout	View the document as it will appear on the printed page.
2. Full screen reading	View the document in full-screen reading view to maximize the space available for reading or viewing the document.
3. Web layout	View the document as it would look like a web page.

**Zooming document:**

1. Zoom	Specify the zoom level to specify the zoom level of the document.
2. Zooming in pages	Zoom the document so that one or two or multiple pages fit on the screen.

**Status bar:**  
It is containing a number of pages, number of words, current language, views, and zoom by scroll.

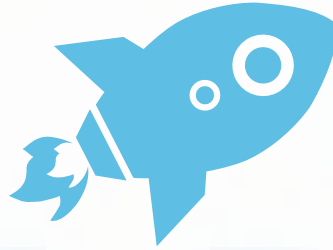
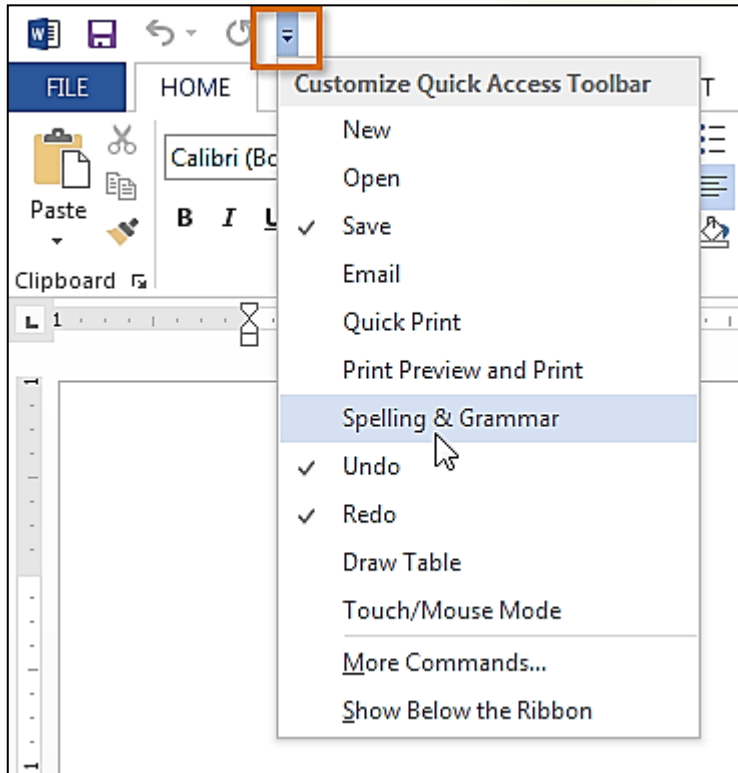
**IV- Page Layout:**

1. Margins	Adjust the margins for the entire document. It is the line space from the top, bottom, left, and right of the page to the beginning of the text in the document.
2. Orientation	Switch the pages between portrait and landscape layout.
3. Size	Choose the correct size for the current section.
4. Columns	Split text into two or more columns within a page.
5. Water Mark	Insert graphical text (watermark) content on the page.
6. Page Numbers	Add or change the location around the page.

**V- Review:**  
Spelling & grammar (F7)  
Check the spelling & grammar of text in the document.

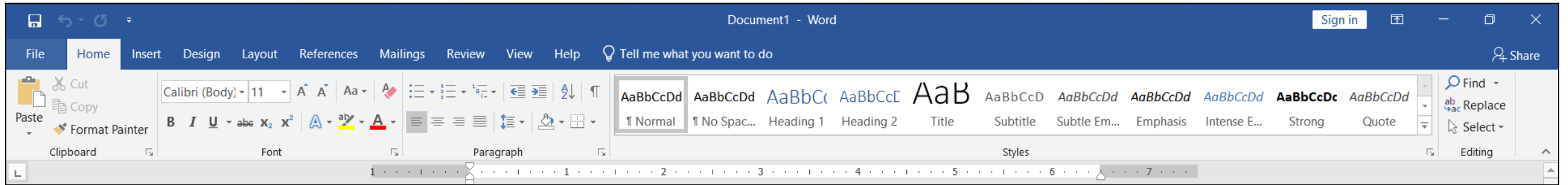


# The Quick Access Toolbar



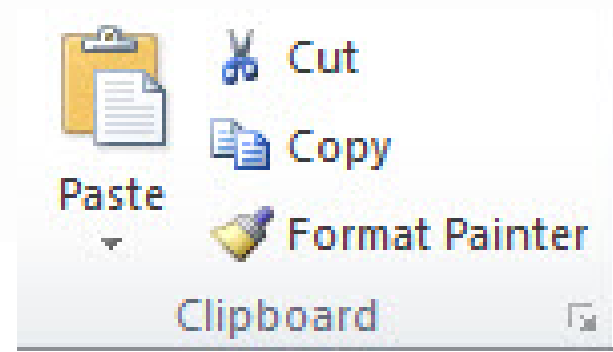
- *The Quick Access toolbar lets you access common commands no matter which tab is selected. By default, it shows the Save, Undo, and Repeat commands. You can add other tools depending on your preference.*

# 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.

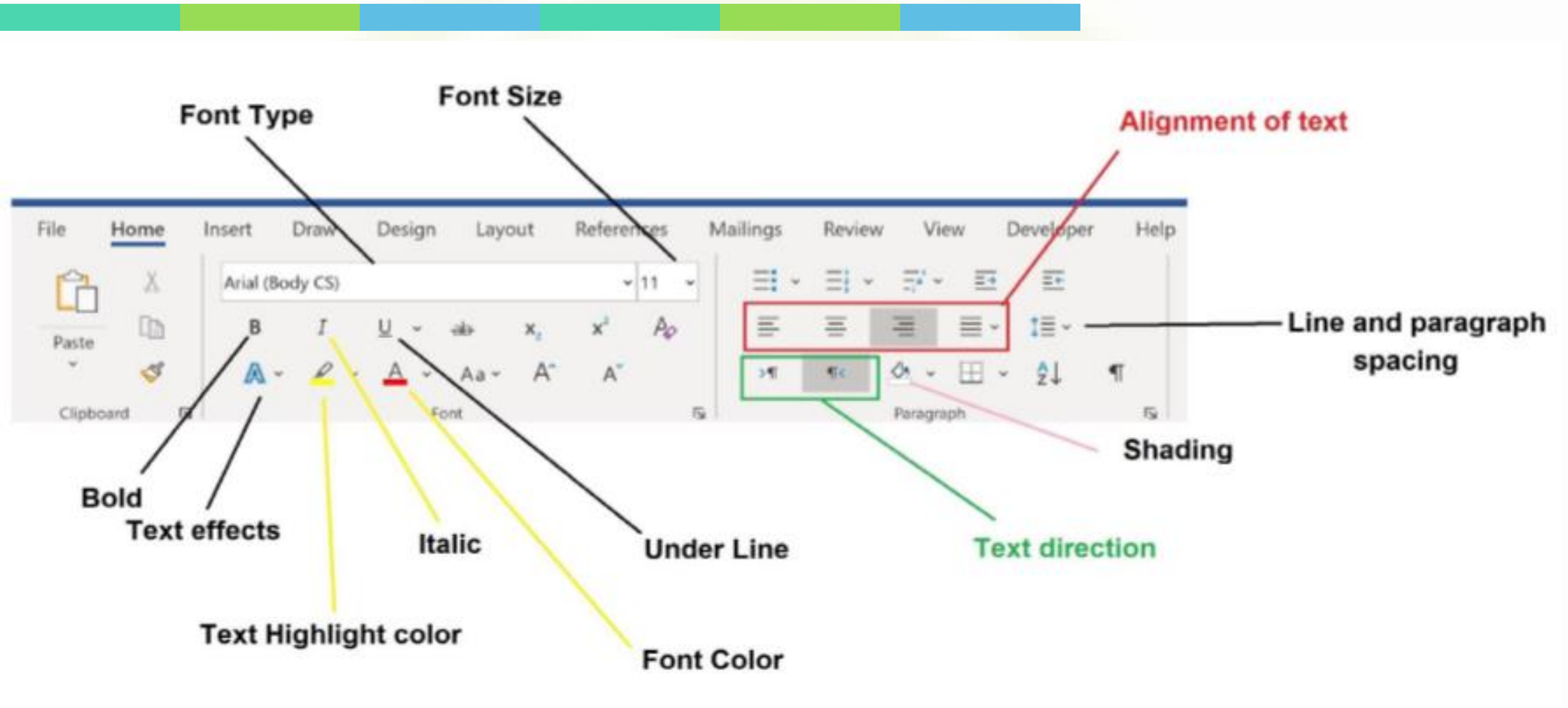
**Paste** - Button with Drop-Down. Pressing the arrow below the Paste button will display a list of the most common Paste Special options including Paste Values and Paste Link. (Standard toolbar).

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

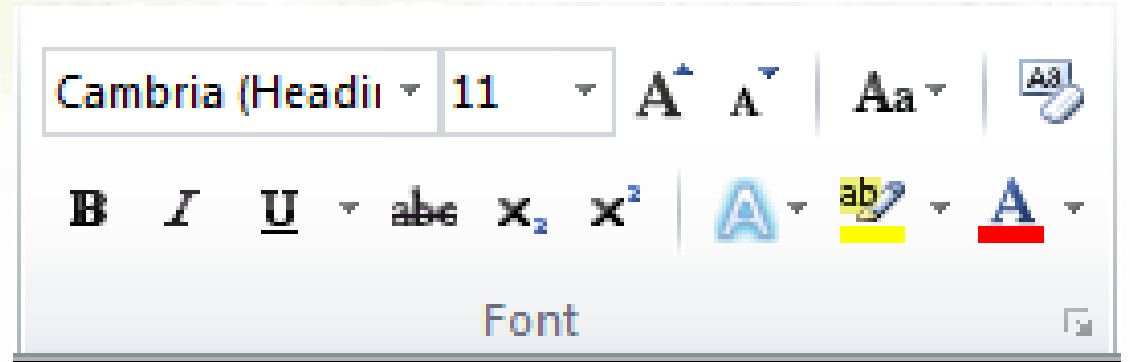
**Copy** - (**Ctrl + C**). Copies the current selection to the clipboard. (Standard toolbar).

**Format Painter** - Copies the format from a cell or range allowing it to be pasted elsewhere. (Standard toolbar).

# Microsoft Word

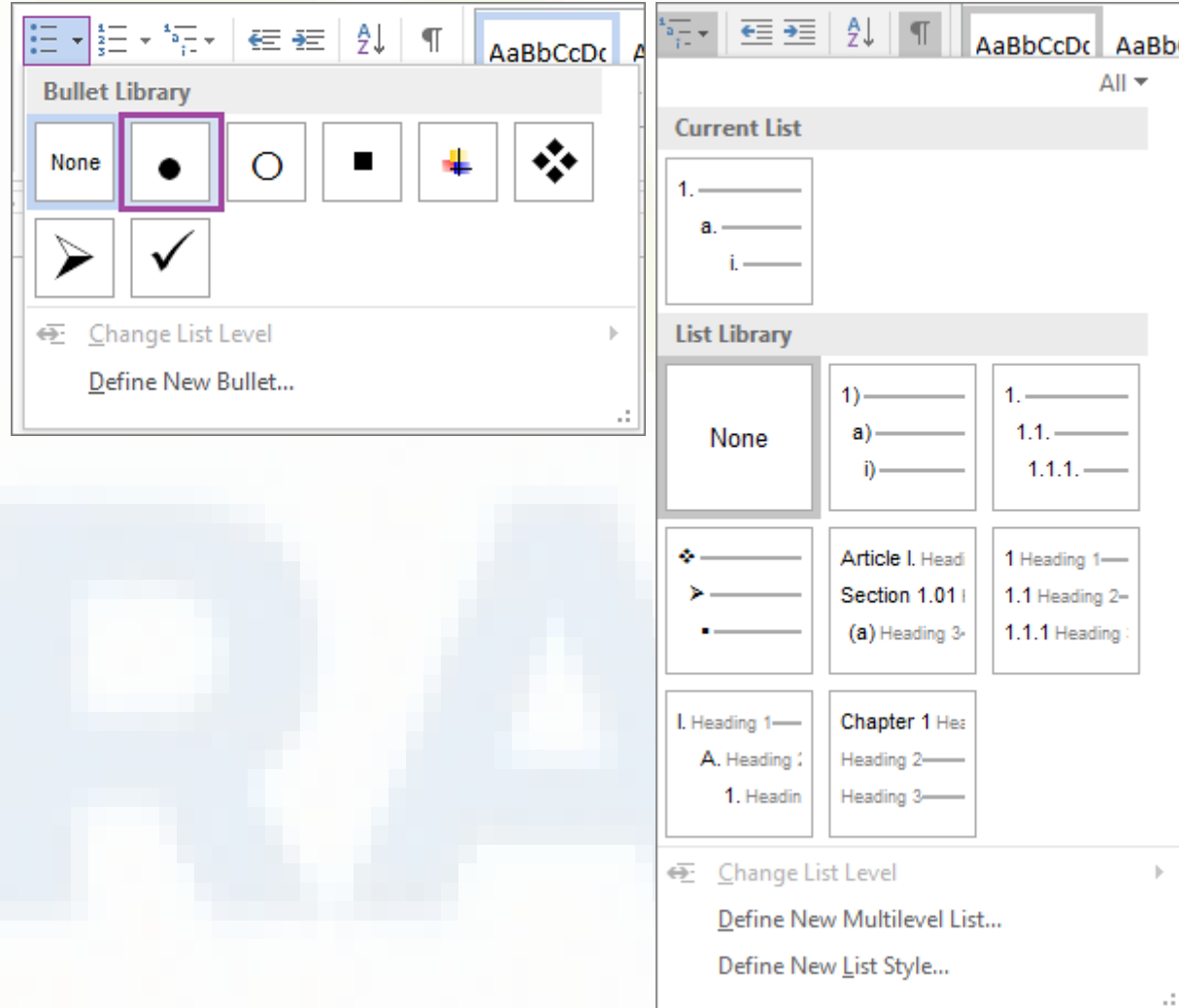


# The Quick Access Toolbar



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

Step 1

H2O

Type the text

Step 2

H2O

Select the text

Step 3

Calibri (Body) 47 A<sup>+</sup>

B I U abc **X<sub>2</sub>** X<sup>2</sup>

Font

Click the subscript

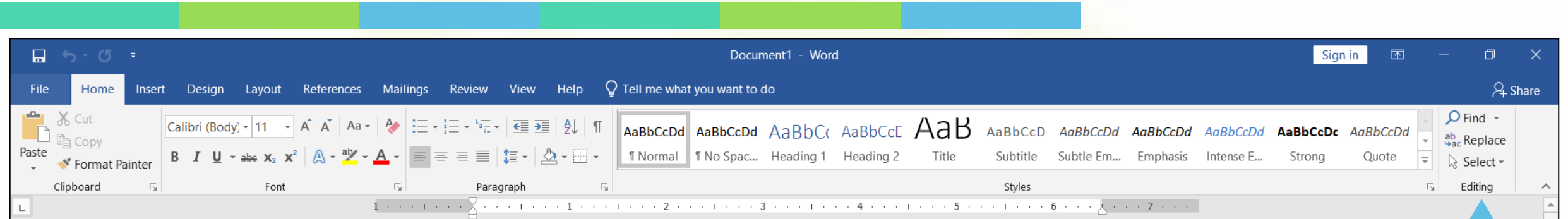
Done!

H<sub>2</sub>O

Success!



# The Editing Group



HOME

Find

Replace

Select

Editing

ASHAR

*Thank You*

