



University of Mosul
College of Computer Sciences and Mathematics



Department of Software

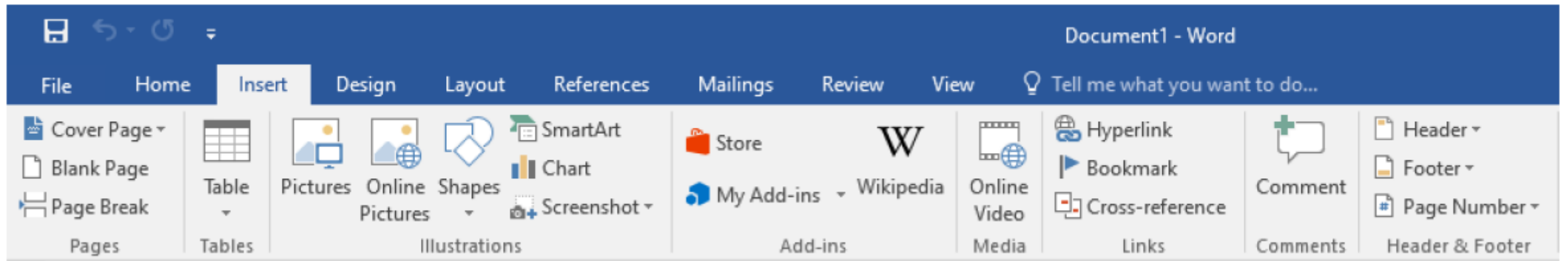
COMPUTER APPLICATIONS
2022-2023

Third Lecture



Microsoft Word

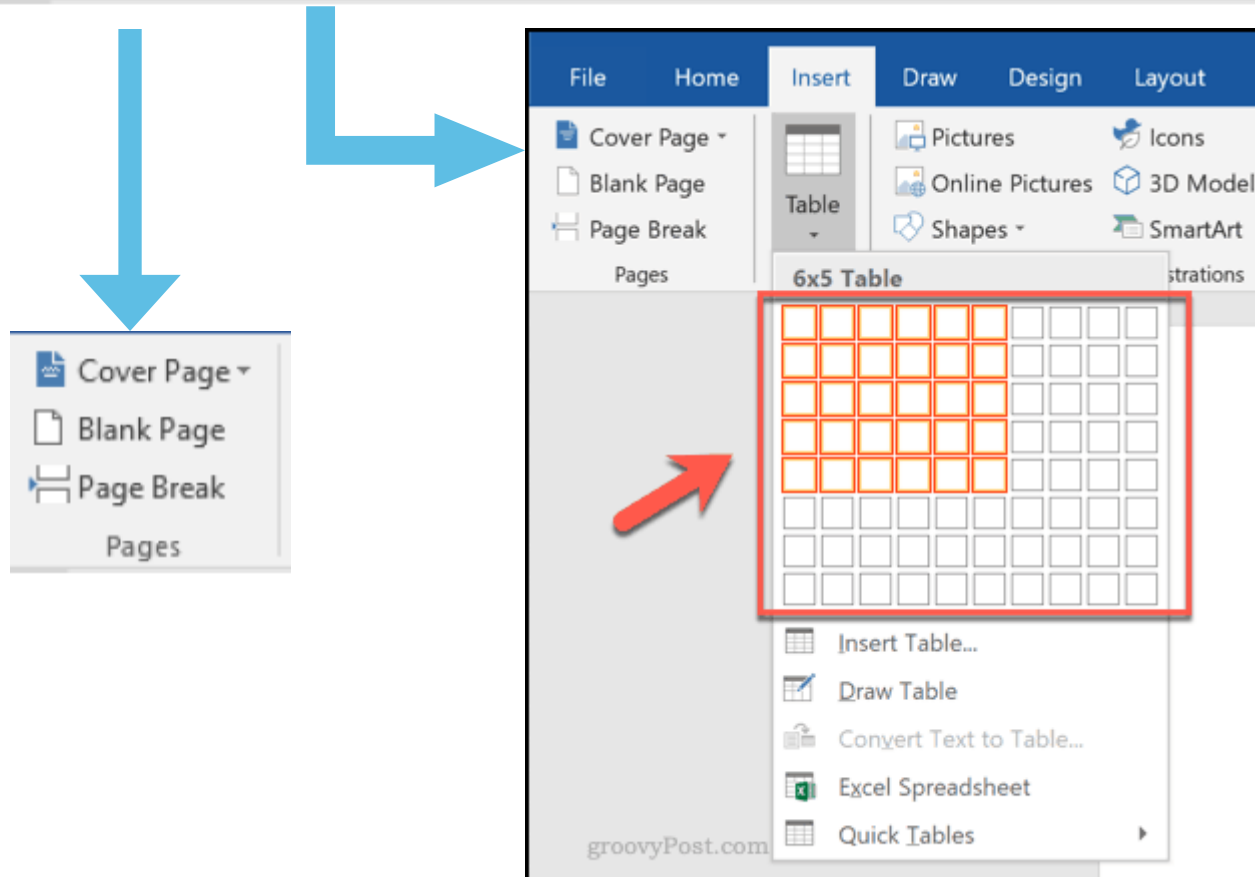
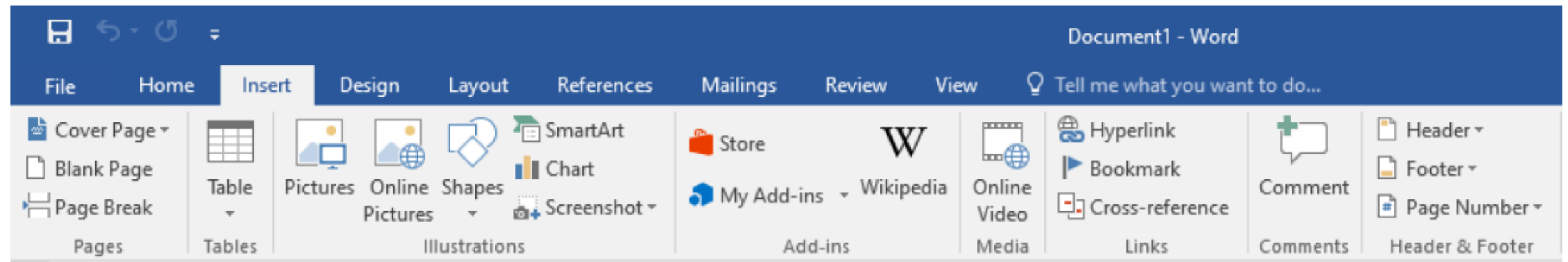
The Insert tab allows you to insert pictures, charts, tables, shapes, cover pages, and more to your document, which can help you communicate information visually and add style to your document.



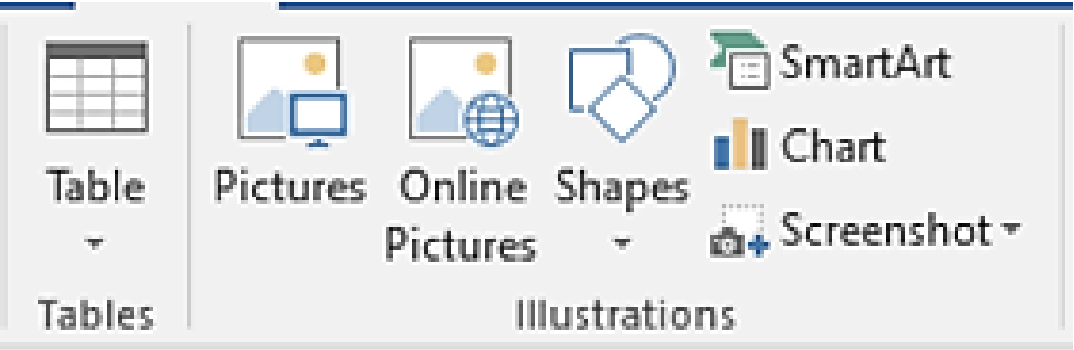
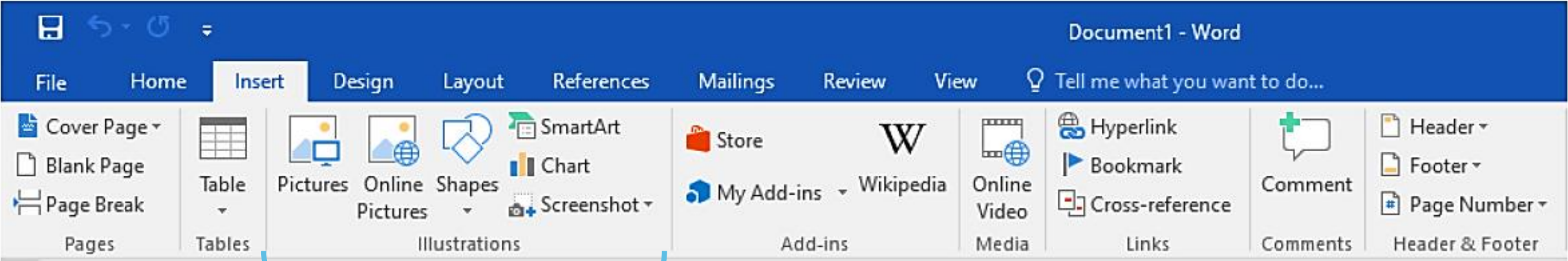
Microsoft Word

1- Table		Insert or draw a table in to the document.
2- Picture		Insert a picture from a file.
3- Clip art		Insert clip art in to the document.
4- Shapes		Insert ready-made shapes, such as rectangular and circles,.....etc.

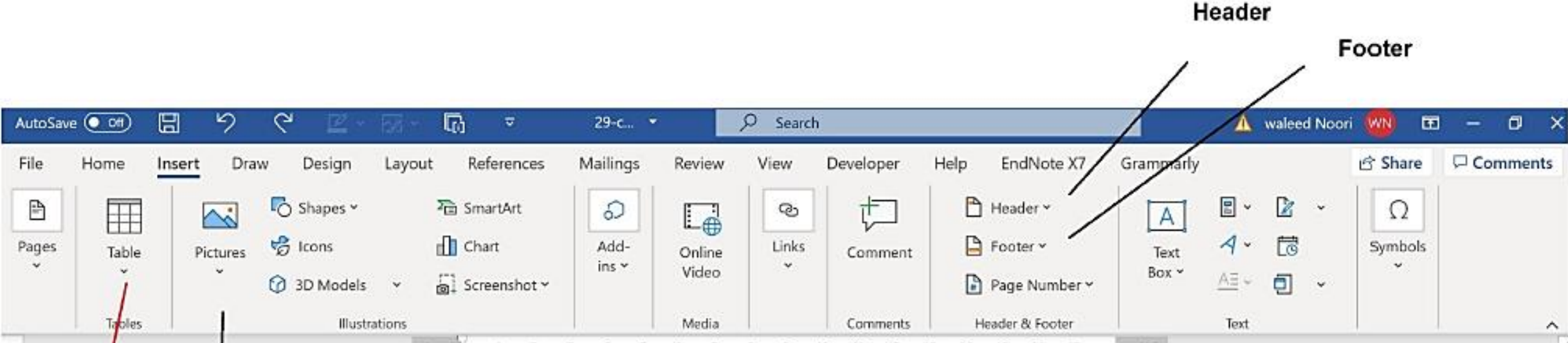
Microsoft Word



Microsoft Word



Microsoft Word



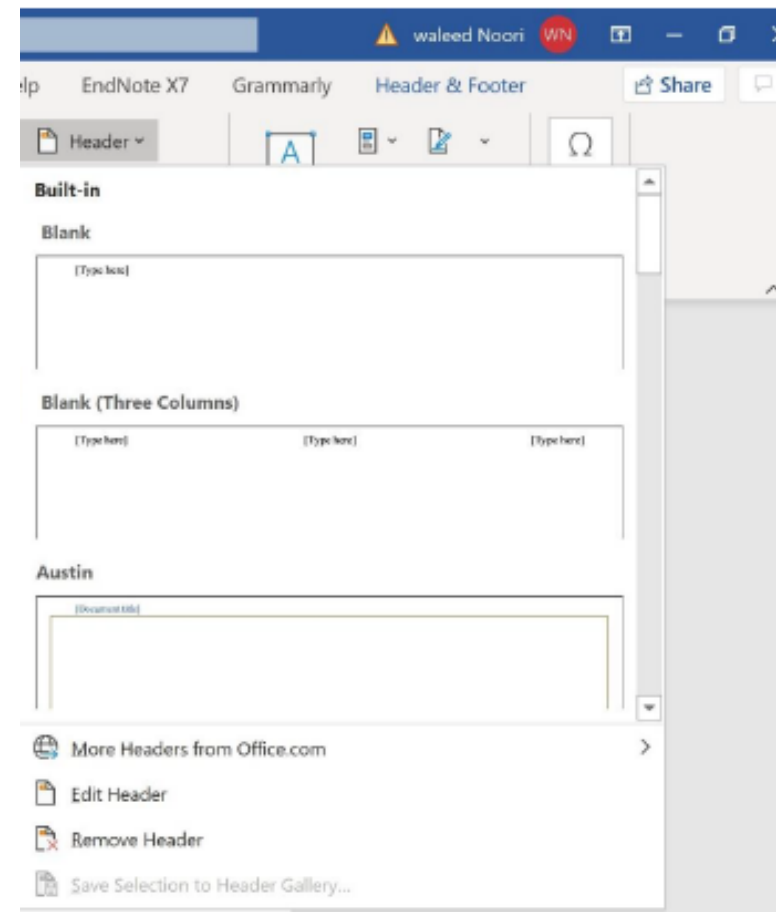
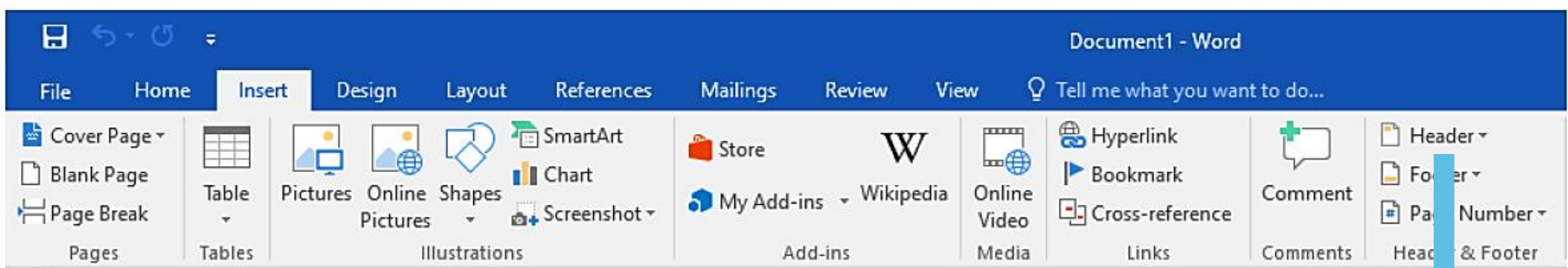
insert Table

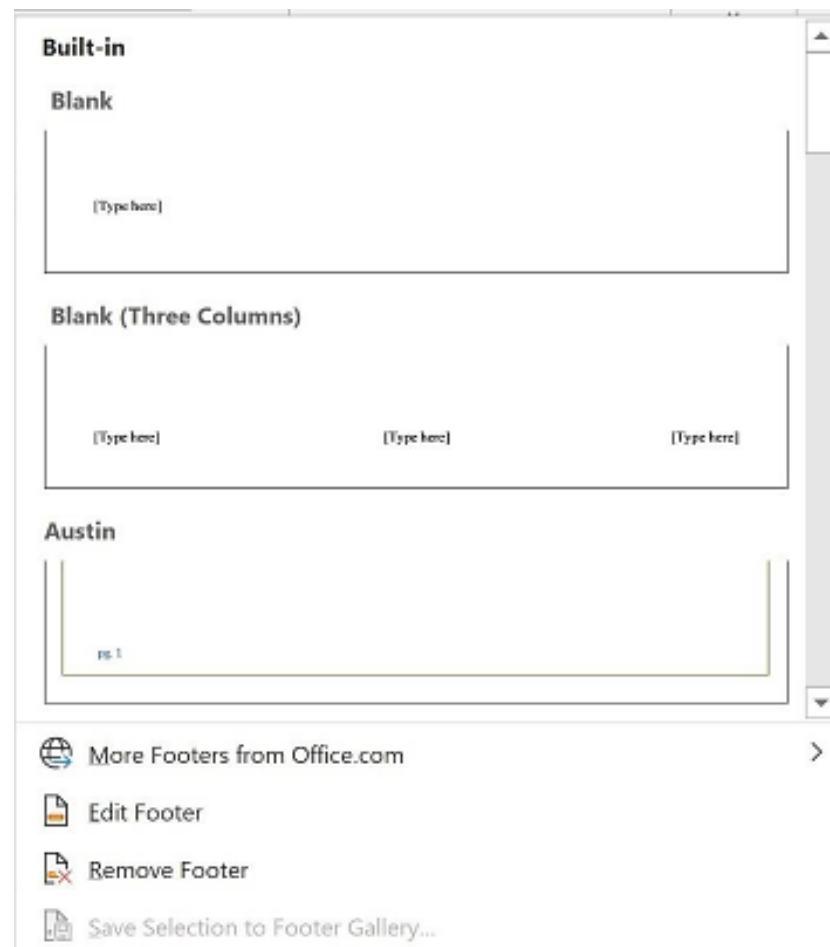
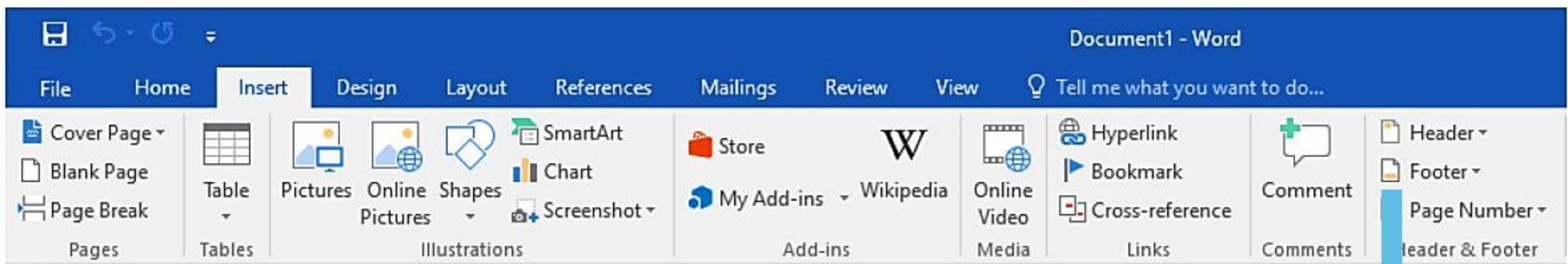
**Insert picture from
This device
Stock images
Online pictures**

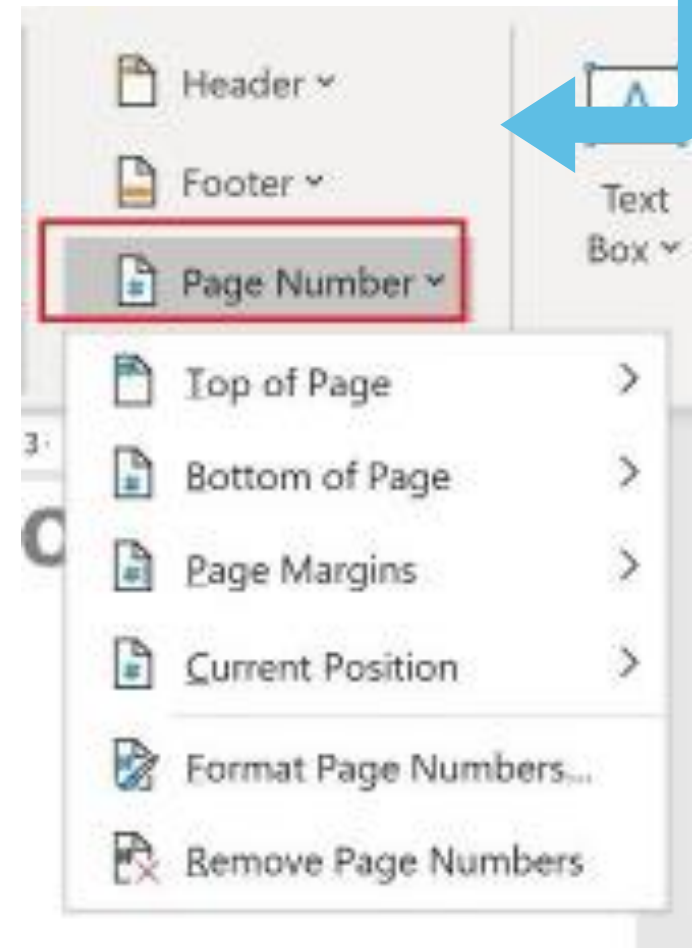
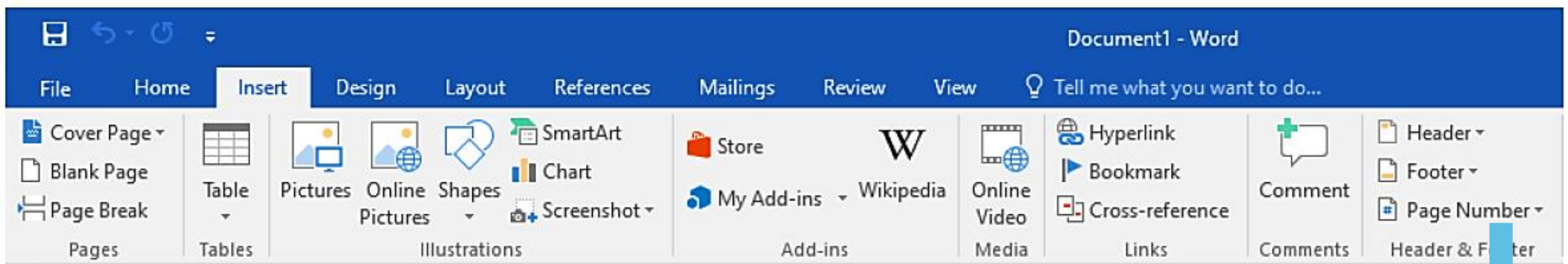
Microsoft Word



5- Smart Art	 SmartArt	Insert a smart art graphic to visually communicate information.
6- Header & footer	 Header Footer	Edit the header and footer of the document, the text in header and footer repeated in whole pages in the document.
7- Page Number	 Page Number	Insert page number into the document.
8- Text Box	 Text Box	Insert a preformatted text box.



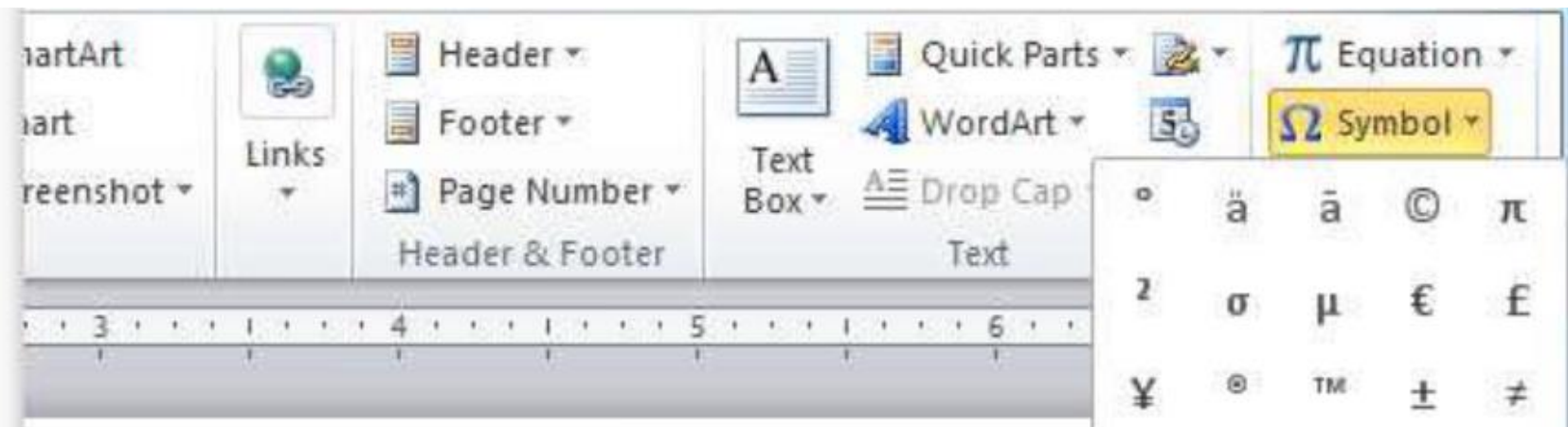




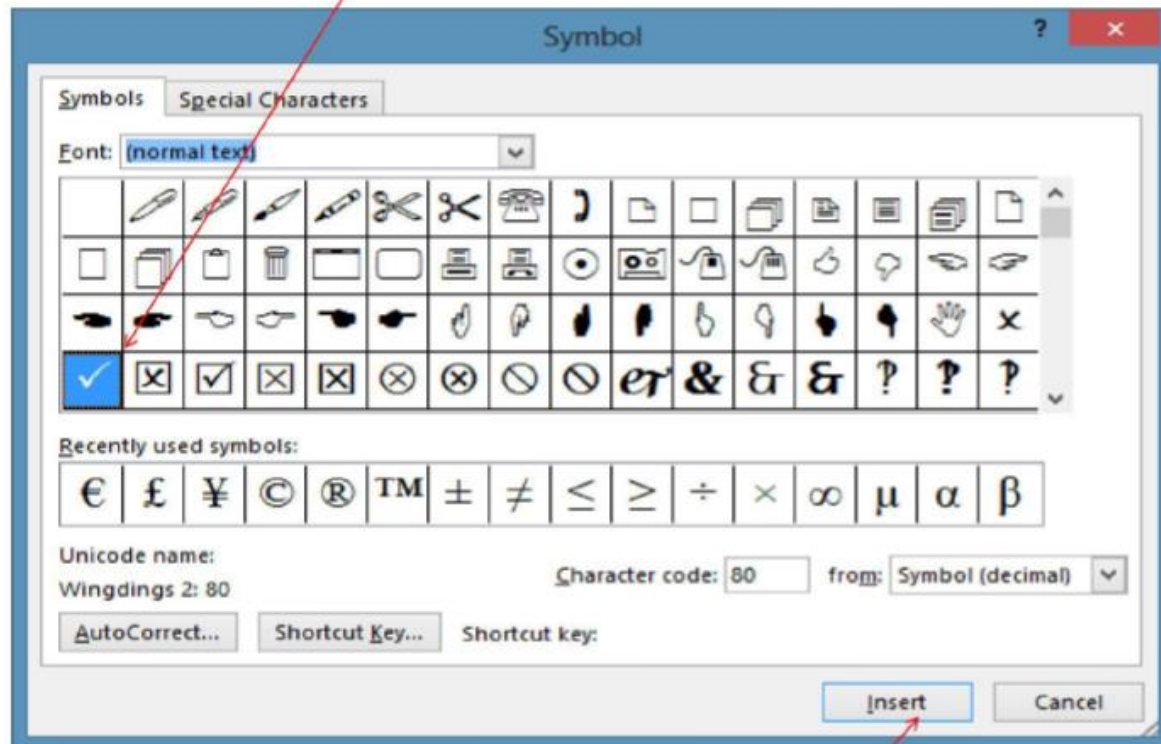
Microsoft Word



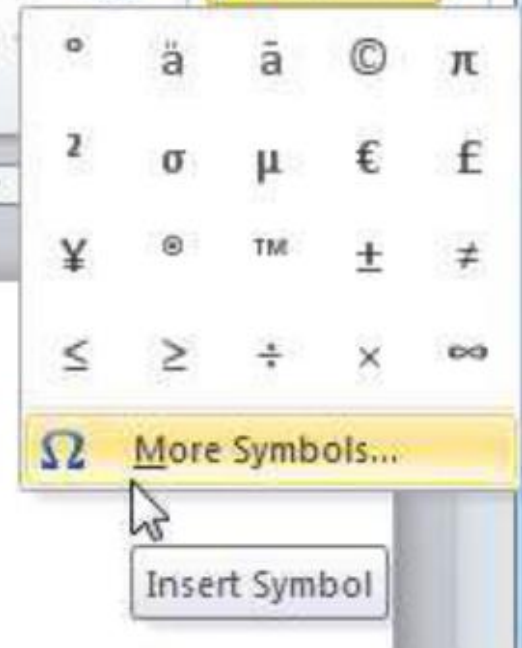
9- Word Art		Insert decorative text in your document.
10- Date & time		Insert the current date or time into the current document.
11- Symbols		Insert symbols that are not on the keyboard.



1. select the symbol



Click insert

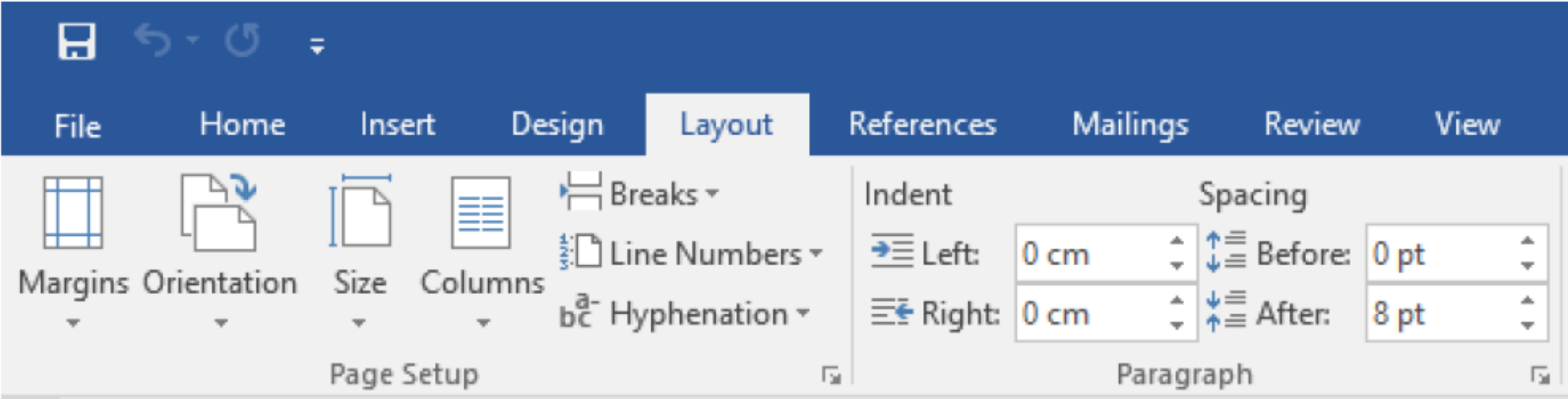


Microsoft Word



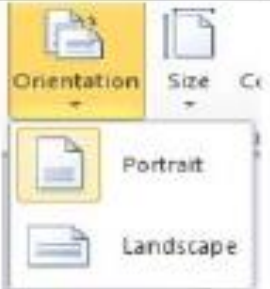
Design TAB

This tab has document formatting, colors ,fonts, watermark, page color, page border



Microsoft Word

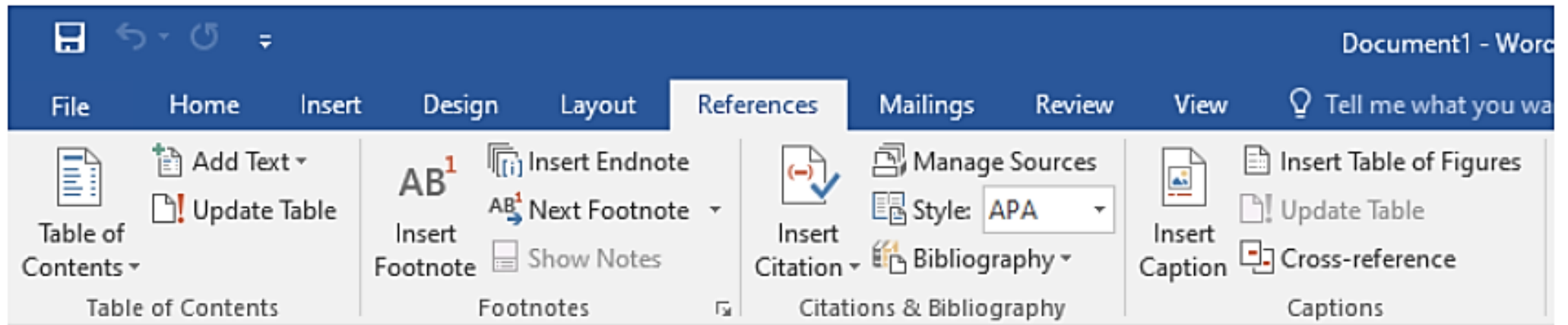


1- Margins:		Select the margin size for the entire document. It is the free space from the top, bottom, left, and right of the page to the beginning of the text in the document.
2- Orientation		Switch the pages between portrait and landscape layouts.
3- Size		Choose the current size for the current section.

Microsoft Word

REFERENCE TAB

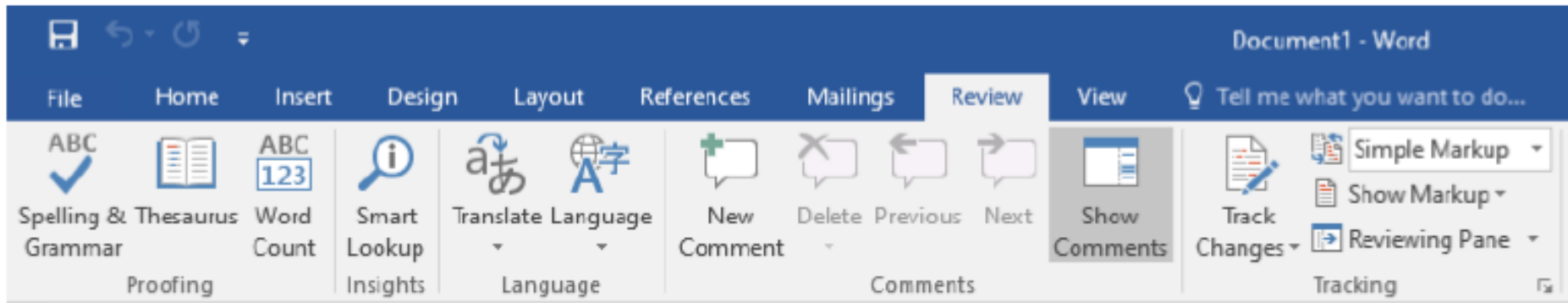
This tab has commands to use when creating a Table of Contents and citation page for a paper. It provides you with many simple solutions to create these typically difficult to produce documents.



Microsoft Word

REVIEW TAB

This tab allows you to make any changes to your document due to spelling and grammar issues. It also holds the track changes feature which provides people with the ability to make notes and changes to a document of another person.

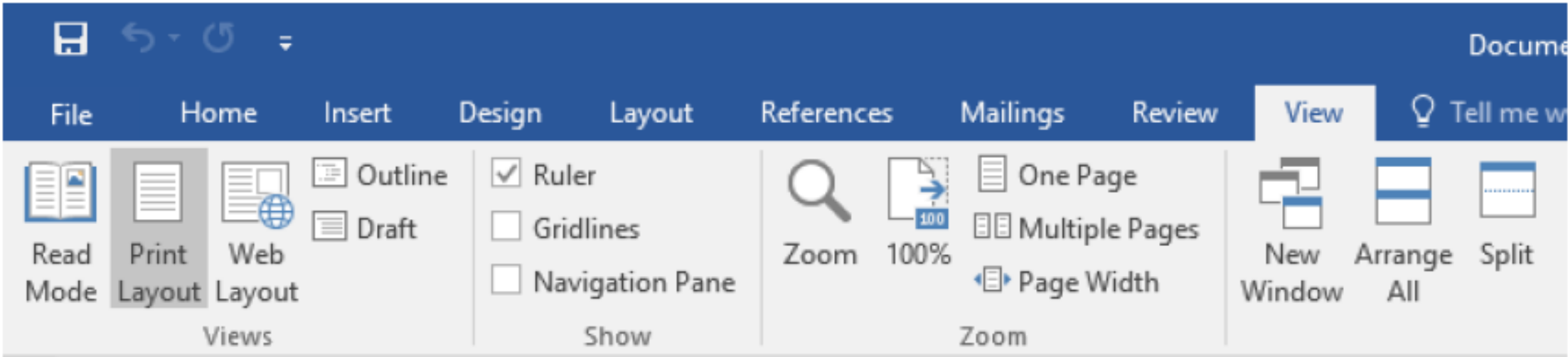


Microsoft Word



VIEW TAB

This tab allows you to change the view of your document to a different two-page document or zoom.



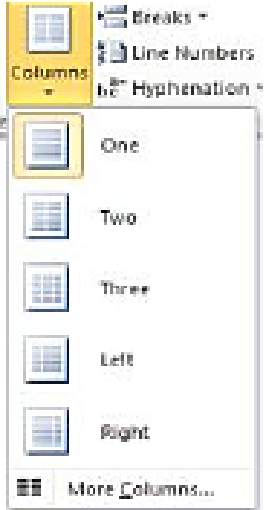
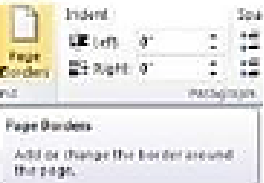
Microsoft Word

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

Zooming document:

4-Zoom:	 Zoom	Show the zoom dialog box to specify the zoom level of the document.
5- Zooming in pages:	 One Page  Two Pages  Page Width	Zoom the document so that one or two or width pages fit in the window.

Microsoft Word

4-Columns:		Split text into two or more columns.
5- Water Mark:		Insert ghosted text behind the content on the page.
6- Page borders:		Add or change the border around the page.

Thank You

