

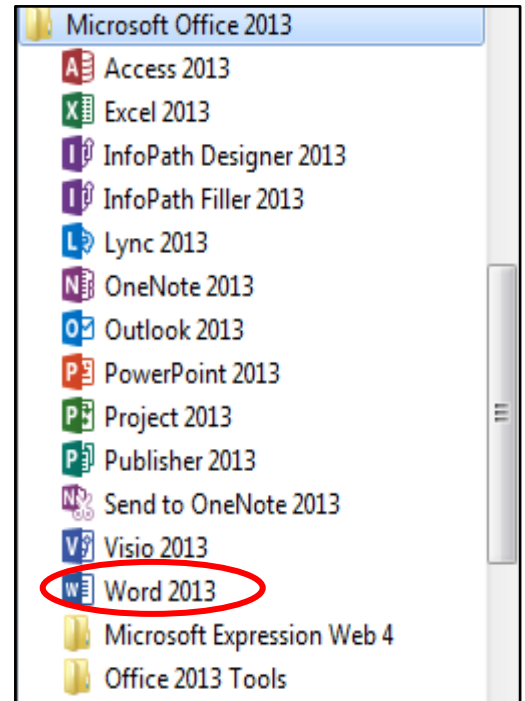
# Microsoft office Word 2013

## Microsoft Office

Microsoft office Company product application programs as Microsoft Word (Word processing program): the program serves a different purpose and is compatible with other programs included in the package. The suite of programs is compatible with the Windows operating system. Microsoft Word is one of the most popular word processing programs use to create documents, letters, report, research papers, labels, table and more. Word use the shared resource available to all Office program, this include fonts, pictures, drawing, and much more.

## Opening Microsoft Word 2013

Click on **Start** Button → **All programs**>>**Microsoft Office**>**Microsoft Word2013**

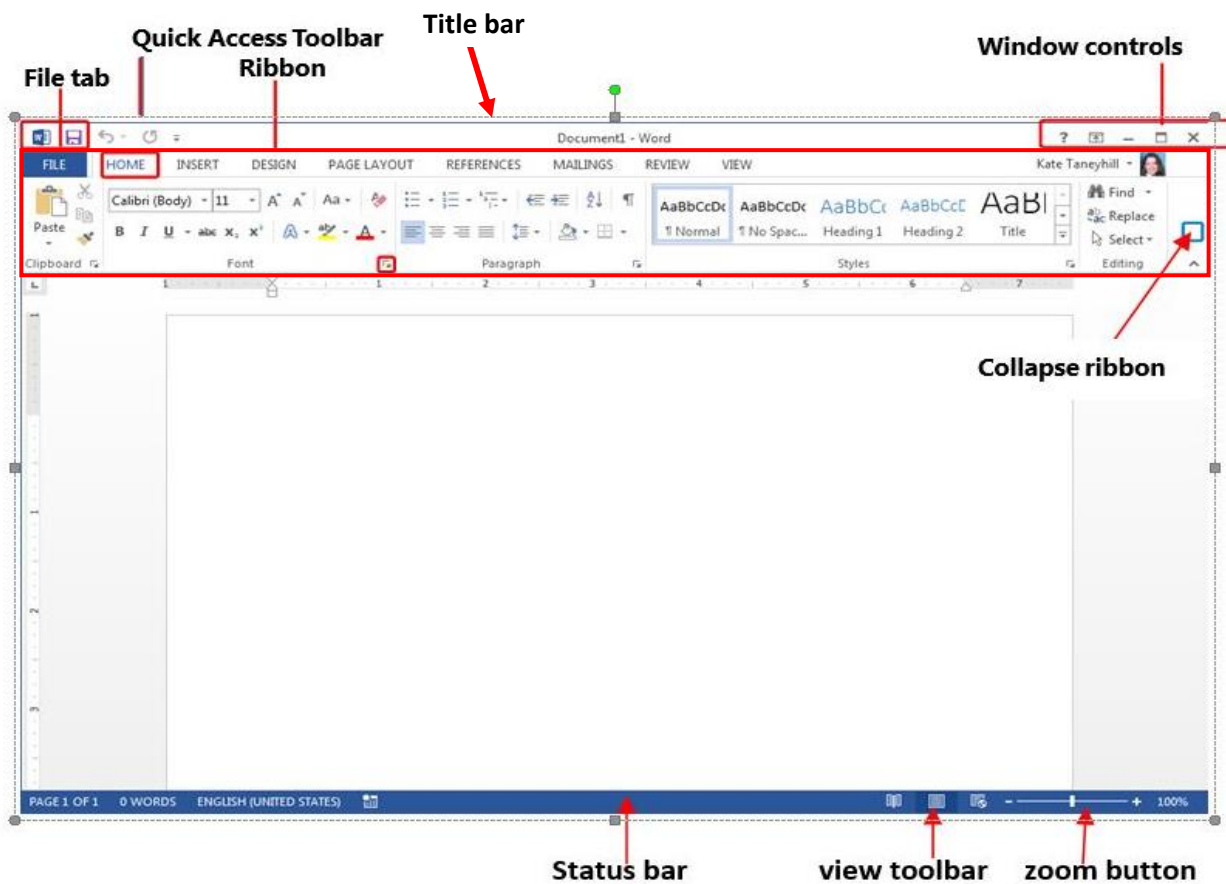


To Create a New Word Document:

- 1) Click the **File** tab
- 2) Click **New**
- 3) Click **Blank** Document

Template: There are many templates have different design you can choose any of them to create your file.

# The Elements of the Word Screen

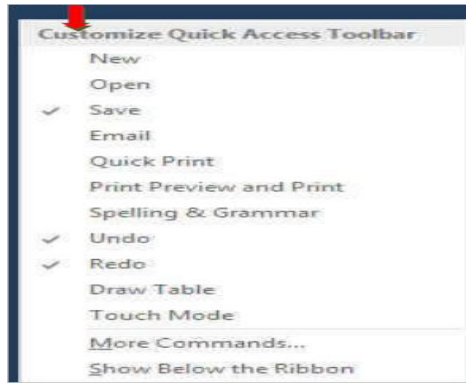


## 1- Title bar

It is in the top of screen in the middle there is a file name that open, also the title bar is consists of the following two basics components:

**A- Quick Access Toolbar:** Appears on the left end of the title bar. By default the Quick Access Toolbar displays the Save, Undo, and Repeat buttons and is used for easy access to frequently used commands. To customize this toolbar, select the commands you want to add by click on it.





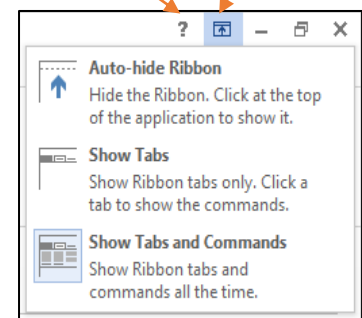
## B- Window

Minimize, Maximize, and Close buttons, there are two additional buttons:

- Help clicking this button displays help for the application.

▪ Ribbon Display Options Clicking this button gives you a list of choices for viewing the ribbon. Sometimes the ribbon can get hidden and it's hard to find. The quickest way to show the ribbon is to click on any visible tab, like Home, Insert or Design. You might also want to hide the ribbon to maximize screen space.

Help Ribbon Display Options

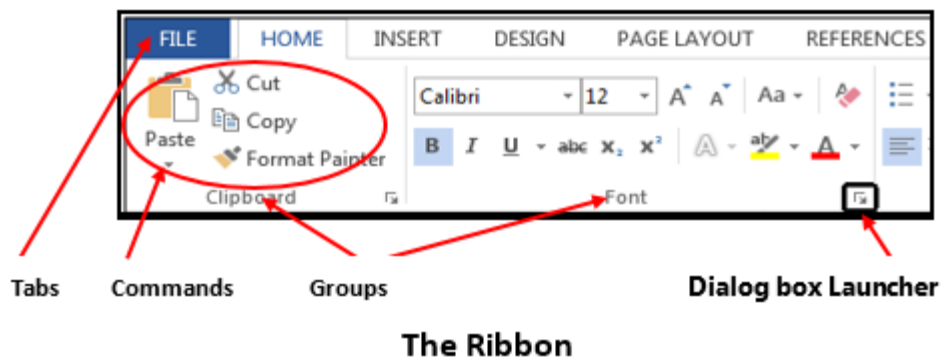


**2- Ribbon:** The ribbon is a set of toolbars across the top of the screen. The Ribbon is consists of the following three basics components:

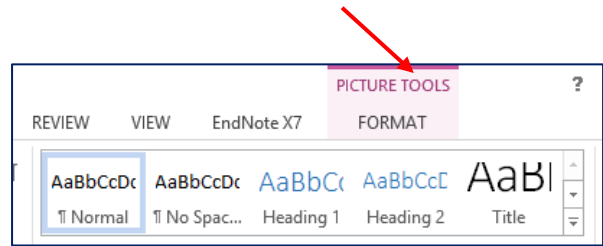
### a- Tabs (Tab Bar)

An area on the Ribbon that contains buttons that are organized in groups. The default tabs are :

- 1.File Tab
- 2.Home Tab
- 3.Insert Tab
- 4.Design Tab
- 5.Page Layout Tab
- 6.References Tab
- 7.Mailings Tab
- 8.Review Tab
- 9.View Tab



- ❖ **Contextual Tabs** (المرفاق او المقترن): Some tabs appear on the ribbon only when you need them. For example, if you select a picture you'll see Picture Tools tab will appear.



**b- Groups:** Within each tab there is tasks of related tasks found on activity tab. for example the tasks of Home Tab are:

1. Clipboard
2. Font
3. Paragraph
4. Styles
5. Editing

**c- Commands:** each group contain buttons, for example the commands in Clipboard group in Home tab contains the commands as follows:

1. Cut
2. Copy
3. Paste
4. Format painter

**d- Dialog Box Launcher:** Some groups have a little square in the corner of a group that launches containing all the options within that group.

### Hide the Ribbon

In the top right corner of the word screen choose the ^.

### To display the Ribbon

Choose Ribbon Display Option and select Show Tabs and Commands

