

3- **Status bar:** A horizontal bar Located at the bottom of an active window that gives details about the document. It contains the zoom slider are located on the right end of the status bar, to large or reduces the contents in the document window.

This bar contains several icons as **Word Count. To hide/unhide** the icon Right click on Status bar and click on icon.

Microsoft office Word 2013

Skills in writing of Microsoft Word program

- To change the language by press **Alt & Shift** from the keyboard.
- When you want to start a new paragraph press **Enter** key. Or to split one paragraph into two paragraph by put the pointer where you want to break the paragraph and press **Enter**.
- To join paragraph, position the insertion point at the beginning of the second paragraph and press the **Backspace** key.
- To delete text by using the **Delete** key or the **Backspace** key. The Delete key deletes text **after** the cursor while the **Backspace** key deletes text **before** the cursor.
- Press on **Home** key in keyboard to move the pointer in the beginning of line.
- Press on **End** key in keyboard to move the pointer in the end of line.
- Press on **Home** key and **Ctrl** key in keyboard to move the pointer in the beginning of text.
- Press on **End** key and **Ctrl** key in keyboard to move the pointer in the end of text.
- To select any word by **double click** on the word.
- To Select several words anywhere in a window by Click One of the words while holding down the **CTRL** key.
- To change the orientation of paragraph by press (**Ctrl +Shift left**) English. While press (**Ctrl+ Shift right**) Arabic.

File Tab

The File tab manage your files and the data about them allows you to creating, opening, printing, Save, Save As, Save, Close, Print,



Saving and Closing a New Document

To Save a New Document

- 1) On the Quick Access Toolbar, click the Save button
- Or
- 2) Click the File tab, Click Save, dialog box will appear. Insert file name and save.

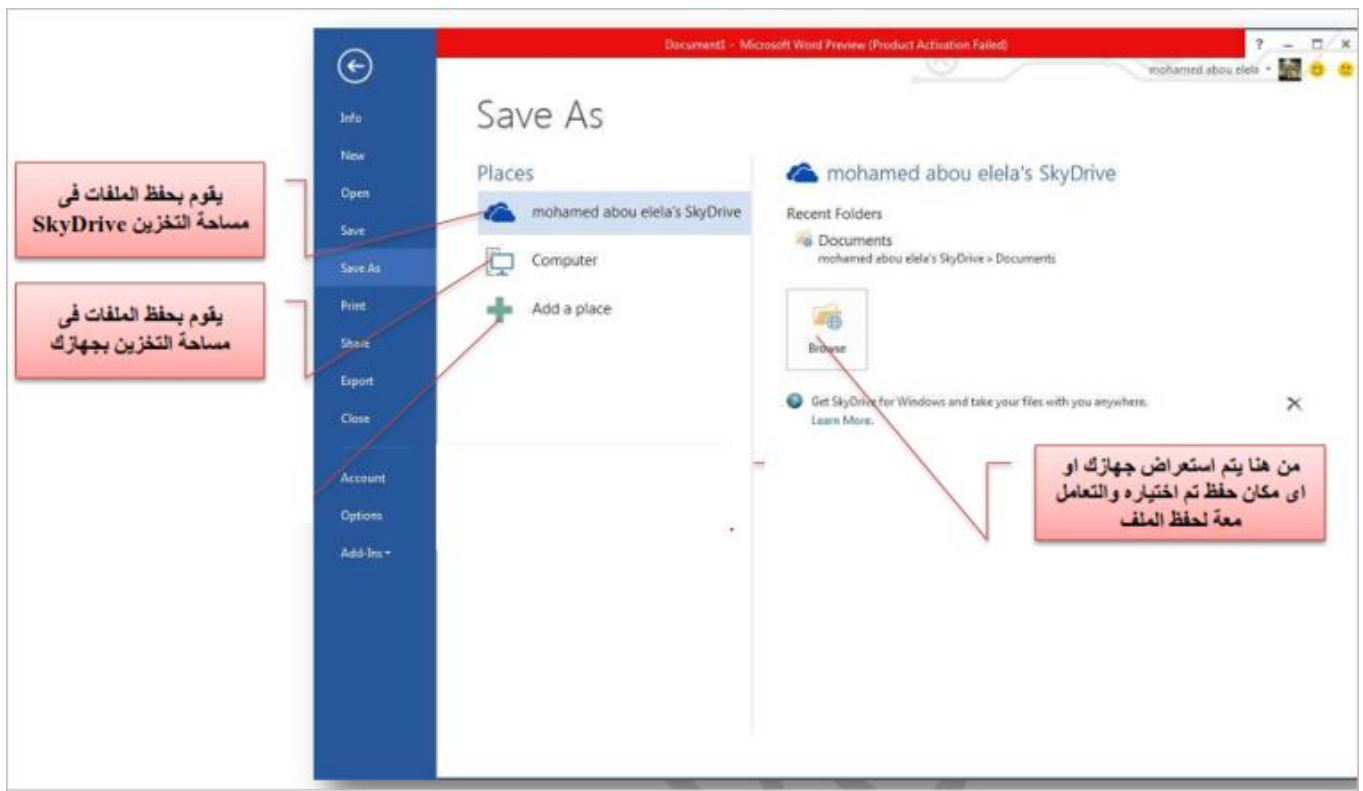


The Difference between Save and Save as

When you want save the document in **other place**, **other name** or **other name and place** do following:

Open the original document.

Select **Save as**. The save as dialog box appears. Choose **other drive** in which to save your file or **other name** for the file in file name box or **other drive & other name** and select save.



To Close a Document

1) Click the **File** tab, and then click **Close**. The message appears as “Do you want to save...?” Click **Save** to save or **Don't Save** or **Cancel** to close the dialog box.

To open a Document Click the **File** tab → **Open** appear this window: