

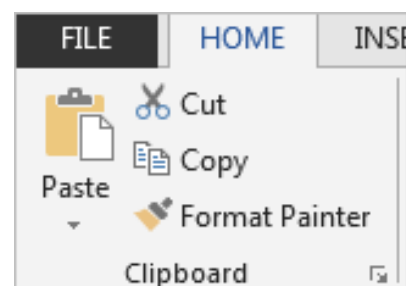
## HOME TAB

The Home Tab is Microsoft Words standard view .and allows you to format text by Font Style, Font Size, Bold, Italic, Underline, Alignment, Numbered List, Bulleted List, Indentation, Spacing, and Font Color.

### Clipboard group

#### Cut, Copy and Paste

Often times you will need to move text from one location in a document to another, or to a different application. In this case you will perform a **Cut** and **Paste**. Also you can perform a **Copy** and **Paste**.



### Copy items

1-Select the item that you want to copy.

2-On the **Home tab**, in the Clipboard group, click **Copy** icon Or from keyboard shortcut **CTRL+C**

### Paste items

1) Click in the area of the document where you want to paste your item

2) Click on the **Paste** icon located on the **Home tab** in the Clipboard group

### Cut items

1) Select the item you want to move

2) Click on the **Cut** icon located on the **Home tab** in the Clipboard group

### Paste items

1) Click in the area of the document where you want to paste your item

2) Click on the **Paste** icon located on the **Home tab** in the Clipboard group

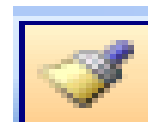
### Format Painter

If you want to apply the selected formatting (line spacing, font size, style etc.) to another text. Do the following:

1-Select the **text containing the formatting** you want to copy.

2-Click **Home tab** → in the Clipboard group, click **Format Painter**.

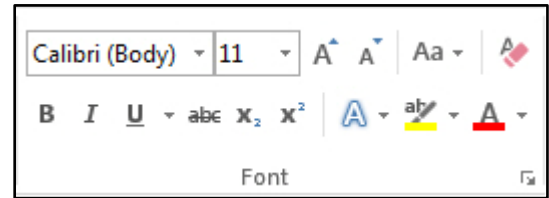
3-drag mouse above text you want to format.



## Font group

### Formatting Text

To change Font Styles and Effects



**Select the text** that you want to format → and then apply the formatting by using the commands in the Font group.

click **B** to Bold.

**I** to italic.

**U** Underline.

Or On the **Home tab**, click the Font Dialog Box **Launcher**, and then click the **Font tab**

To change the font:

1. Select the text that you want to format.
2. On the Home tab, in the Font group, click the Font arrow and select the desired font from the list

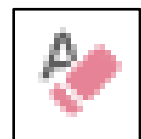
To change the **font size**:

1. Select the text that you want to format.
2. On the **Home tab**, in the **Font group**, click the **Font Size** arrow and select the desired font size (from **2 to 72**) from the list If a font size you want is not listed in the Font Size list, click in the Font Size box, type the desired number, and then press the Enter key.

Also you can change the **Font Color** and **Highlighting Text** in font group.

### Clearing Formatting

1. Select the text that has the formatting you want to clear.
2. On the **Home tab**, in the **Font group**, click the **Clear All Formatting** button .



## Paragraph group



### Formatting Paragraphs

Used to change the orientation and position of paragraph Arabic or English. The Paragraph group on the Home tab of the Ribbon includes four alignment buttons that can be used to quickly change the alignment of a paragraph and also can insert color, border to the paragraph.



Figure– Paragraph Group on the Home Tab

Table– Alignment Buttons

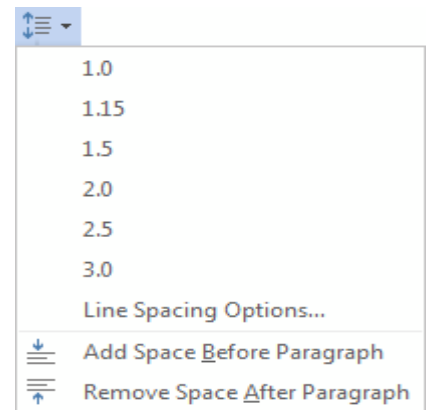
<b>Name</b>	<b>Description</b>
 Align Left	Aligns the text at the left margin,
 Center	Centers the text between the left and right margins
Align Right	Aligns the text at the right margin
Justify	Aligns the text at both the left and right margins, producing even left and right edges. To accomplish this, Word adjusts the spacing between words, expanding or shrinking the spaces as needed.

## Changing Line and Paragraph Spacing

Line spacing determines the amount of space between the lines of text in a paragraph. Paragraph spacing determines the amount of space above and below a paragraph.

To change the line spacing within a paragraph:

1. Select the paragraph that you want to format.
2. On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button and select the desired line spacing.



## Add numbers or bullets to paragraphs

You can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as you type.

1. Select the paragraphs that you want to add bullets or numbering to.
2. On the **Home** tab, in the **Paragraph** group, click **Bullets** or **Numbering**.