

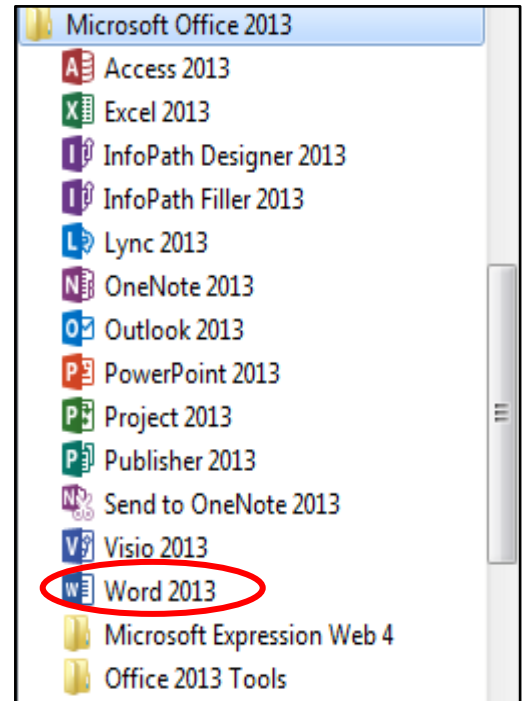
Microsoft office Word 2013

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**

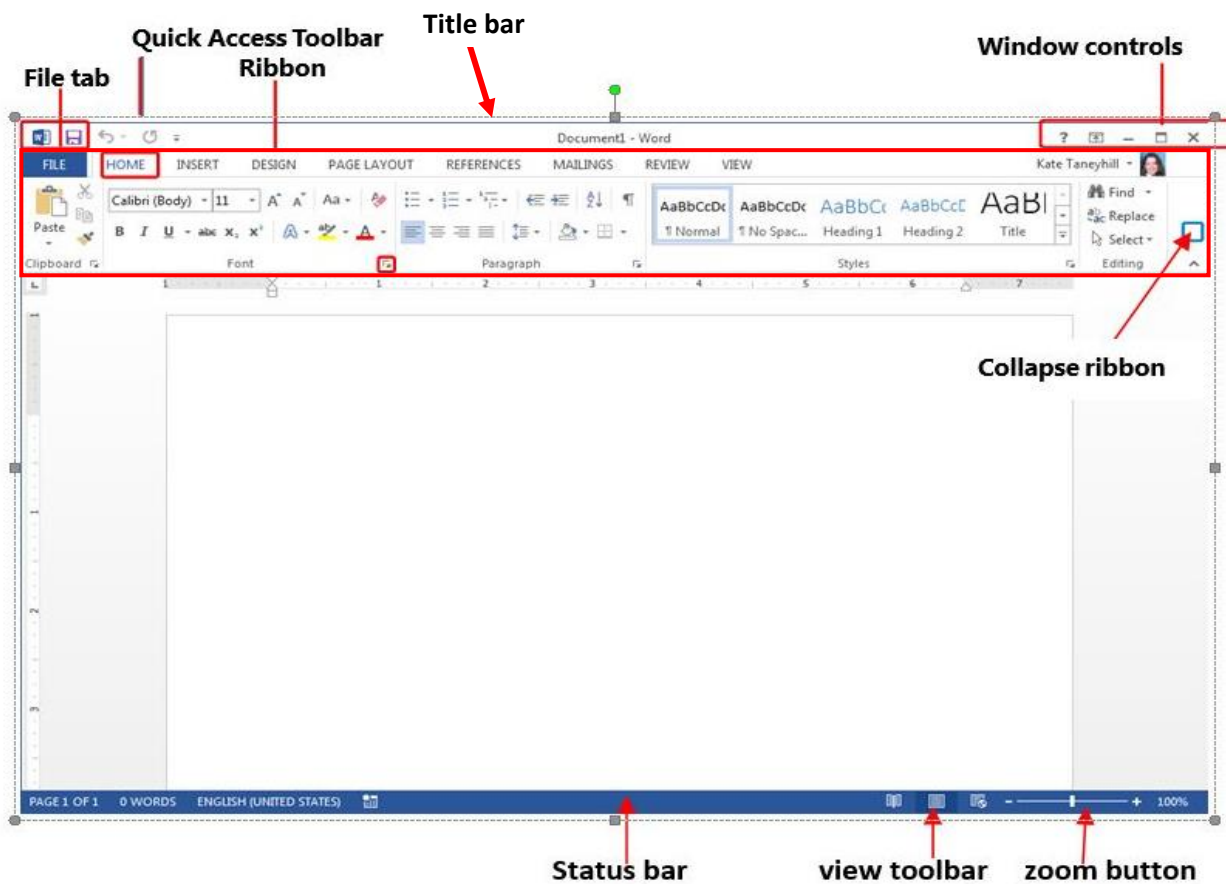


To Create a New Word Document:

- 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

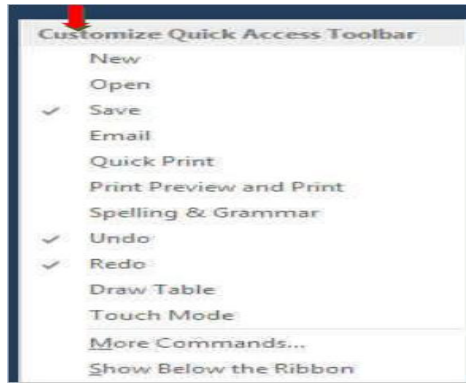


1- Title bar

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.





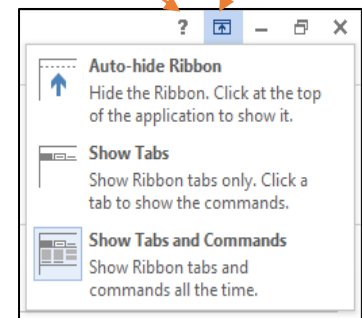
B- Window

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

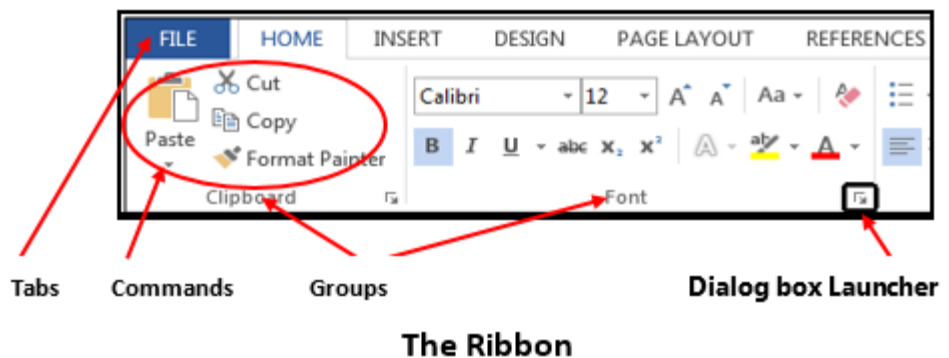


2- Ribbon: The ribbon is a set of toolbars across the top of the screen. The Ribbon is consists of the following three basics components:

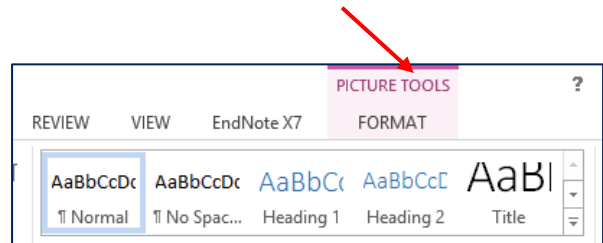
a- Tabs (Tab Bar)

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

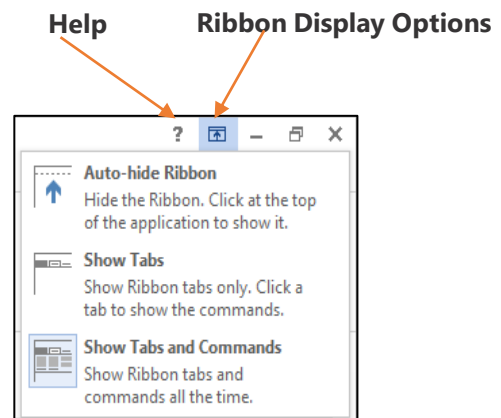
d- Dialog Box Launcher: Some groups have a little square in the corner of a group that launches containing all the options within that group.

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



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.

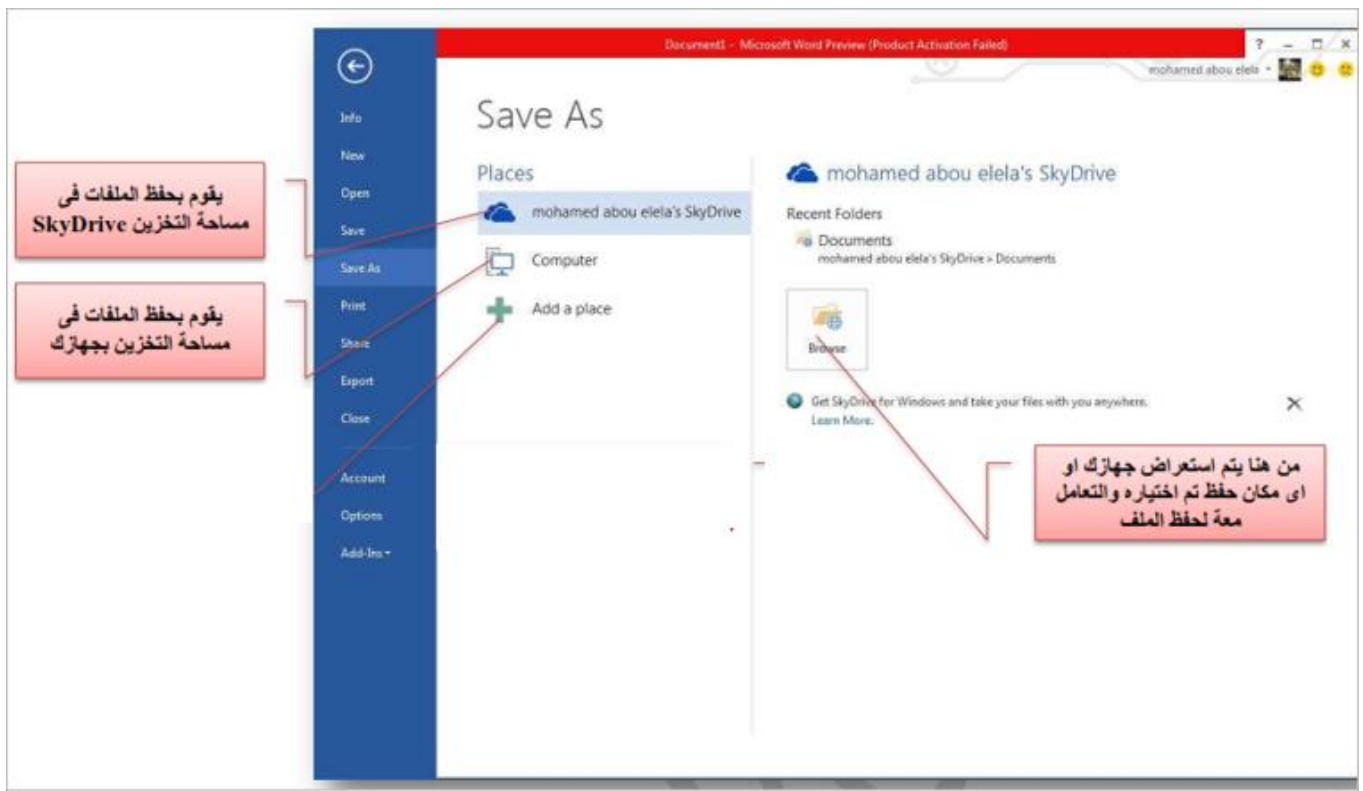


The Difference between Save and Save as

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

Open the original document.

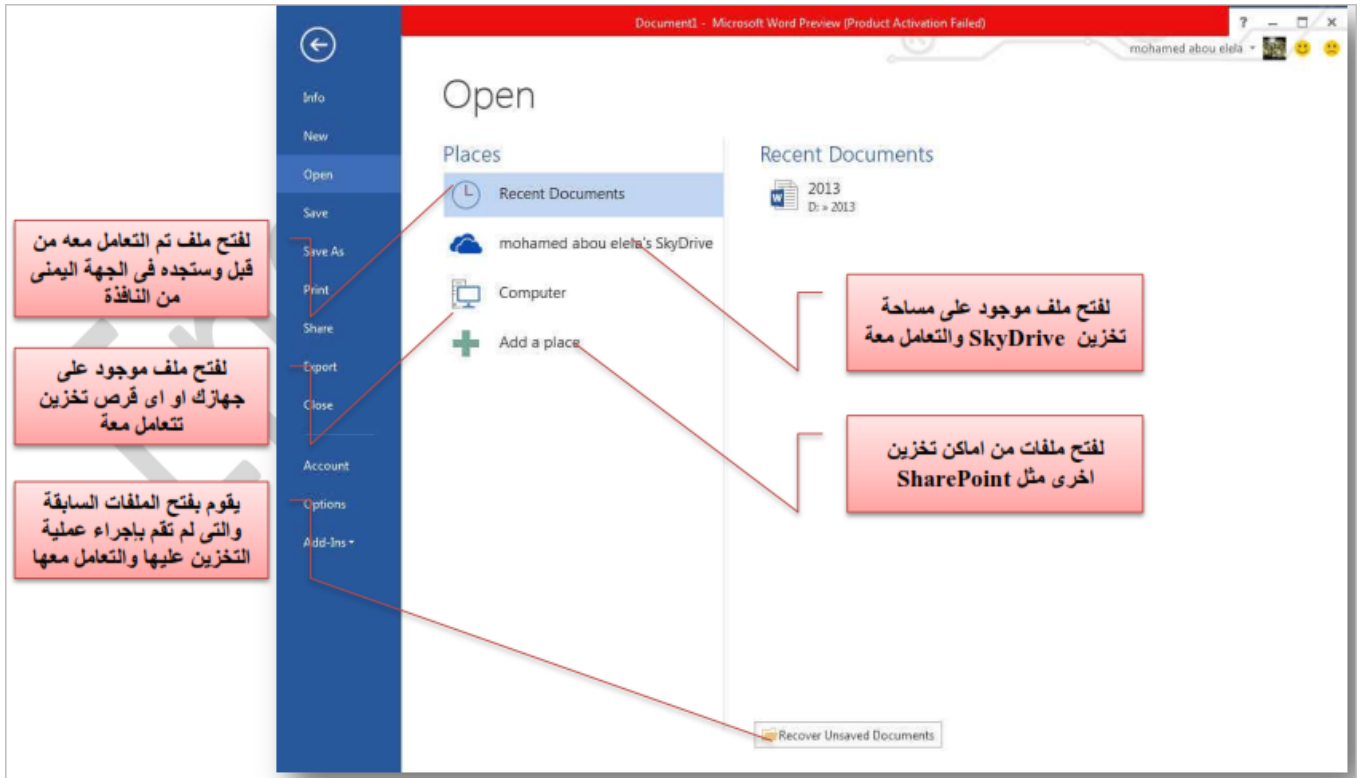
Select **Save as**. The save as dialog box appears. Choose **other drive** in which to save your file or **other name** for the file in file name box or **other drive & other name** and select save.



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:



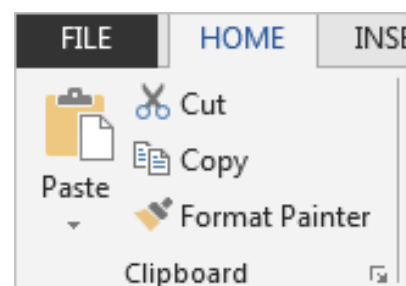
HOME TAB

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

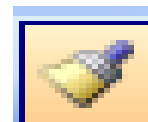
Format Painter

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**.

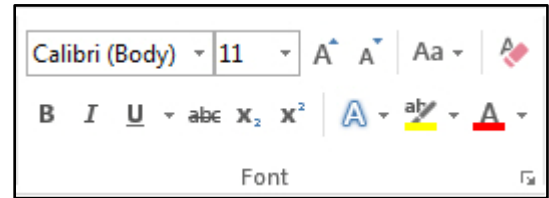
3-drag mouse above text you want to format.



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

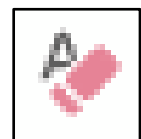
To change the **font size**:

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

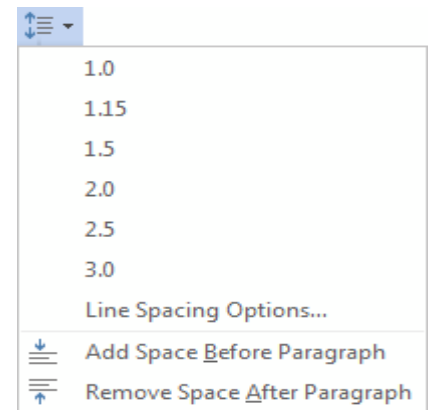
| Name | Description |
|--|---|
|  Align Left | Aligns the text at the left margin, |
|  Center | Centers the text between the left and right margins |
| Align Right | Aligns the text at the right margin |
| Justify | Aligns the text at both the left and right margins, producing even left and right edges. 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.

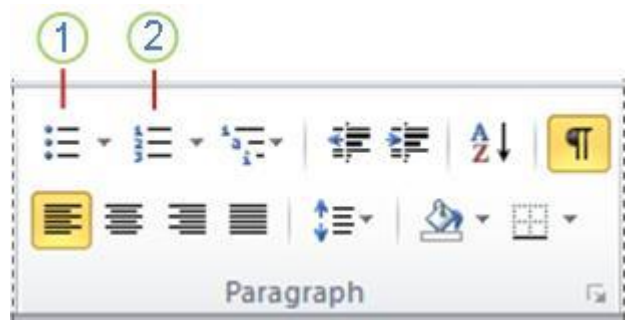


Add numbers or bullets to paragraphs

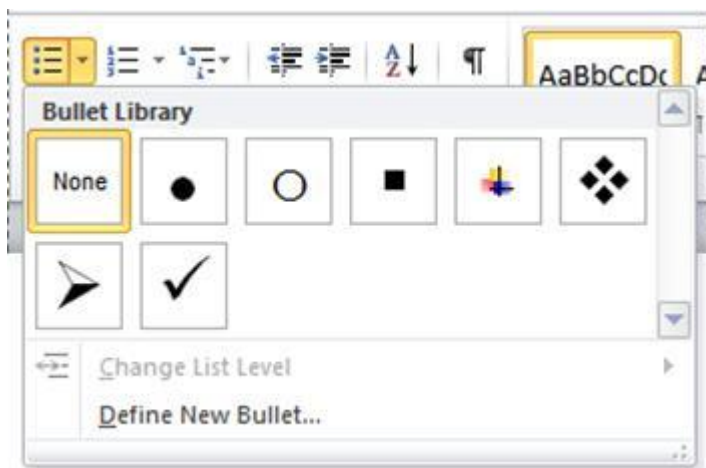
You can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as you type.

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**.

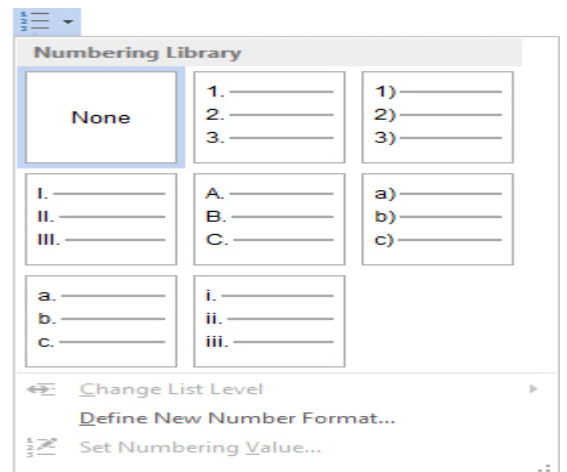
- 1 Bullets
- 2 Numbering



You can find different bullet styles and numbering formats by clicking the arrow next to **Bullets** or **Numbering** on the **Home** tab, in the **Paragraph** group.



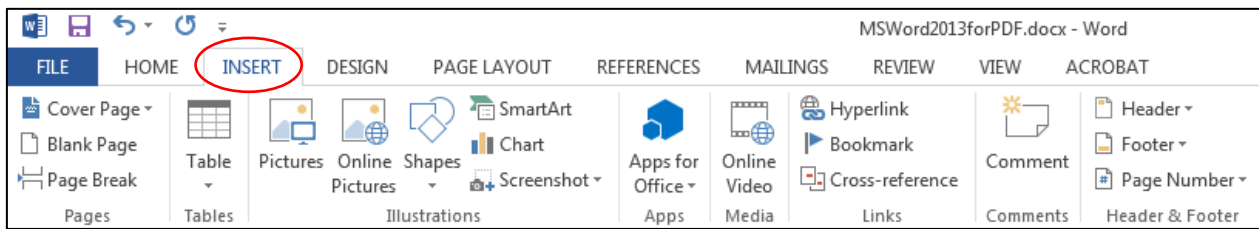
Bullets Menu



Numbering Menu

Insert tab

Exploring the Insert tab

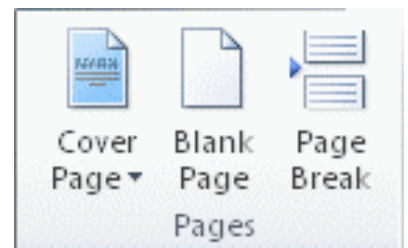


Pages group

❖ Add a cover page

Microsoft Word offers cover pages. Choose a cover page and replace the sample text with your own.

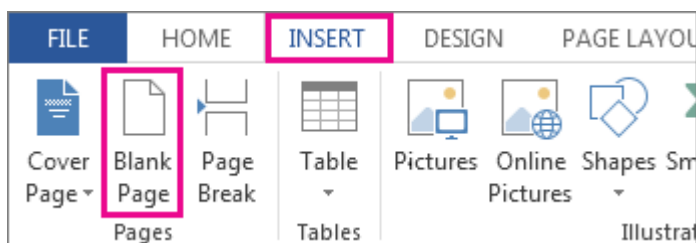
1. On the **Insert** tab, in the **Pages** group, click **Cover Page**.
 2. After you insert a cover page, you can replace the sample text with your own text by clicking to select an area of the cover page, such as the title, and typing your text.
- To delete a cover page, click the **Insert** tab → click **Cover pages** in the **Pages** group → click **Remove Current Cover Page**.



❖ Insert a blank page

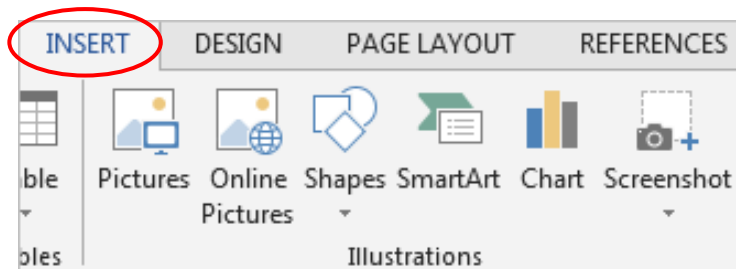
To put a blank page into your Word document, place the cursor where you want the new page to begin and then

Click **Insert** > in the **Pages** group > click **Blank Page**. The blank page opens, ready for whatever you want to add.



Illustrations group

Pictures, shapes, Smart Art and Chart can be inserted or copied into a document from many different sources. You can change how a picture or shapes is positioned with text within a document.



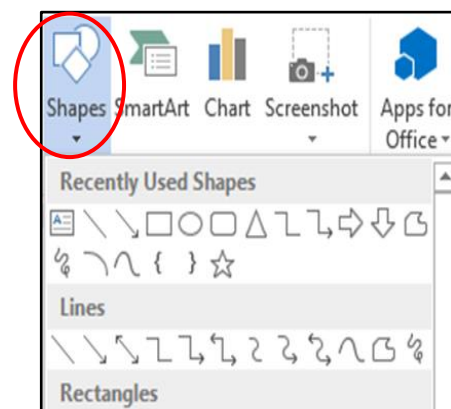
❖ Insert Shapes

Insert circles, squares, and arrows and many shapes
Click Insert > in the Illustrations group > click **Shape** → drag the mouse to the right or left up ,down to draw the shape

To Edit the Shape :

You can change the color of shape ,add text in it ,change the style of shape do the following:


Click inside a drawing. Under **Drawing Tools** > Click **Format** > under groups(**Insert Shapes ,Shapes Styles,word Art Styles,Text ,Arrange,size**) use one of them.



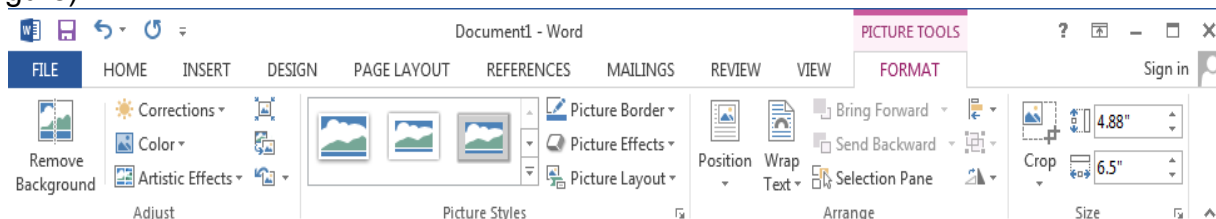
Inserting pictures

You can insert images in a variety of graphics file formats (.gif, .jpg, .png, .bmp, etc.) into a document.

To insert an image:

1. Click in the document where you want to insert the image.
2. On the **Insert** tab, in the **Illustrations** group, click the **Picture** button 
3. In the **Insert Picture** dialog box, locate and select the image that you want to insert, and then click the **Insert** button.

When you select an image, the *Picture Tools Format* tab becomes available on the Ribbon. The tools on this tab enable you to modify the image and enhance its appearance (see Figure).

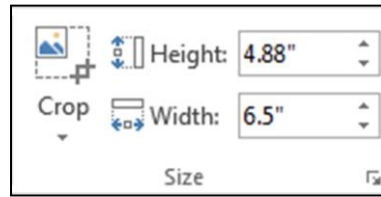


Resizing Images

You can resize an image to better fit the layout of a document.

To resize an image using specific measurements :

1. Select the image that you want to resize.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, enter the desired values in the **Height** and **Width** boxes .



Size Group on the Format Tab

To resize an image using sizing handles:

The first step to make easy change about picture .you must do following :

Click in it →select picture tools→Format→ in Arrange group click in Wrap text →click in Tight →then you can change (size, move picture, deleted ,cut or copied) from any point around the border of picture or Shape

1. Select the image that you want to resize. Sizing handles appear at the corners and on the sides of the image .
2. Drag any of the sizing handles toward the center of the image to make it smaller, or away from the center to enlarge it.

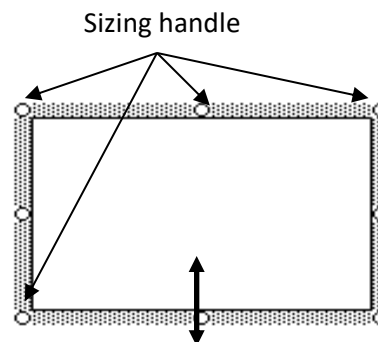
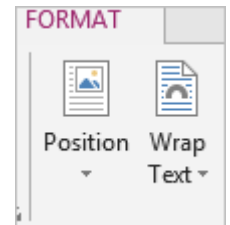


Image with Sizing Handles

❖ Screenshot Insert

Screen Clipping" is under "Insert/Screenshot"

Take a quick snapshot of part of the screen, and add it to your document

Click **Insert** > in the **Illustrations group** > click **Screenshot** > click **Screen Clipping**.

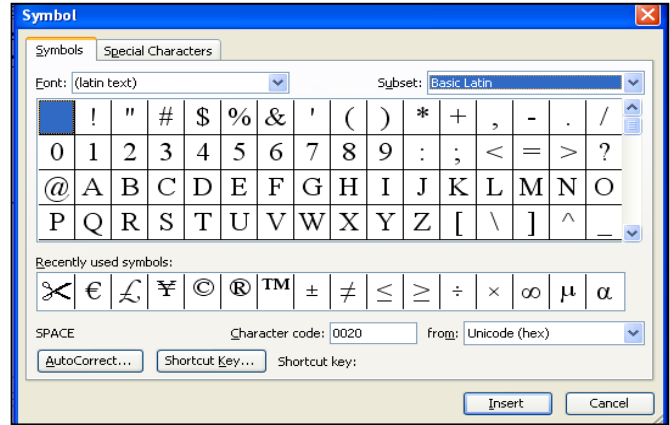
Symbols group

Many of Symbol not found in the keyboard and we need this symbol to write in the document such as ((μ Ø β ♂ ♀ 🎵 ♣ 🕌 ☰ ☚.....etc) To insert this Symbols do the following:

1. Click where you want to insert the symbol.

On the **Insert** tab, in the **Symbols** group, click **Symbol**.

2. If the symbol that you want to insert is not in the list, click **More Symbols**. The symbol dialog box will appear, In the Font box, click the font that you want, double- click the symbol that you want to insert. click close.



Insert tab

Tables group

Table: you can create the table. The table contains columns and rows. Each row or column has cell.

Create the Table

On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, select the number of rows and columns that you want.

Add a cell, row, or column to a table

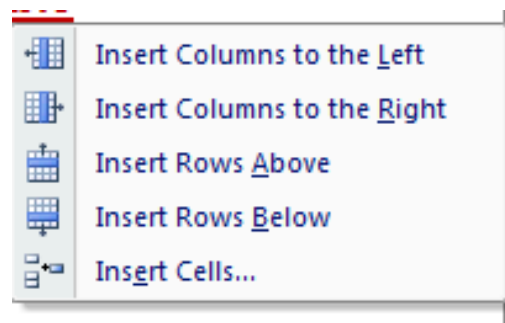
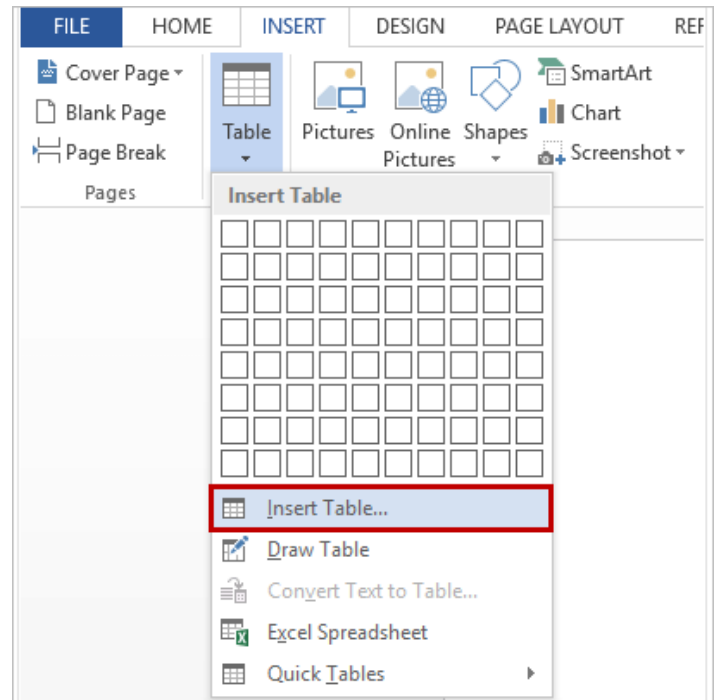
To insert cell, row, column to the table by:
Right click the mouse then appear menu click **Insert**→then select what you want from this list.

Click on **Insert Rows above** or **Insert Rows below** where you want to add a row.

Click on **Insert column to the Right**

Insert column to the left where you want to add a column.

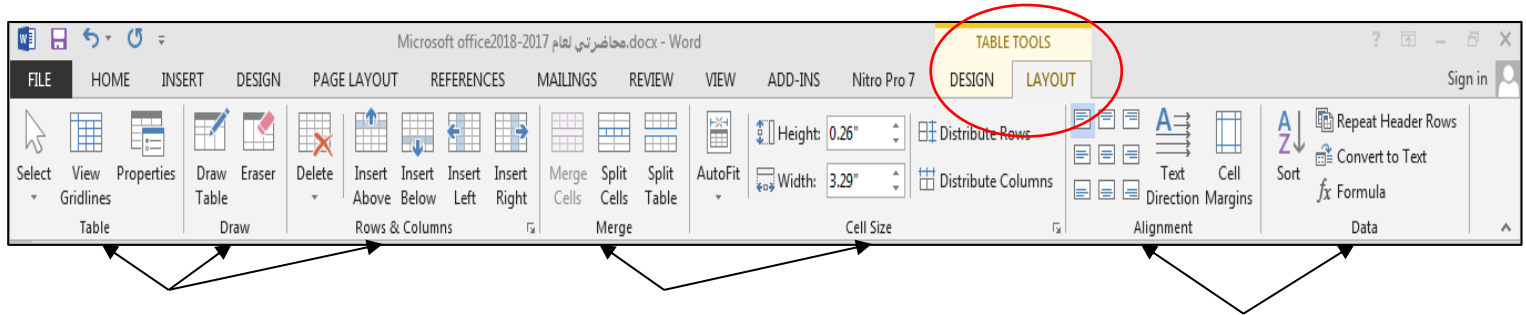
Click on Insert Cells.



Select in Table

Note: when the table is created the table tools tabs will appear (DESIGN and LAYOUT) under Layout tab appear the following groups:

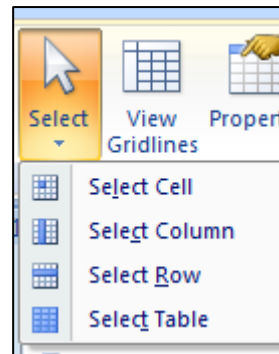
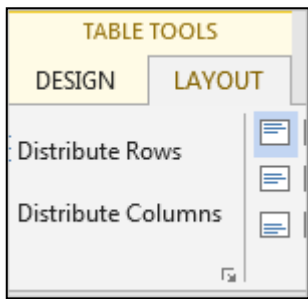
(Table, Draw, Rows & columns, Merge, Cell size, Alignment, Data)



Select row or column

Put pointer in any cell in the row or column if we want to select it.

- 1- On **Table tools** click **layout** tab
- 2- In **Table** group click **Select**
- 3- Click (**Select cell ,row or column ,table**)



You can combine two or more table cells located in the same row or column into a single cell.

1-Select the cells that you want to merge .

2-Under **Table Tools**, on the **Layout tab**, in the **Merge group**, click **Merge Cells**.

Split Cells

1. Click in a cell, or select multiple cells that you want to split.

2. Under **Table Tools**, on the **Layout tab**, in the **Merge group**, click **Split Cells**.


3. Enter the number of columns or rows that you want to split the selected cells into.

Split Table

1. Click in a Table

2. Under **Table Tools**, on the **Layout tab**, in the **Merge group**, click **Split Table**

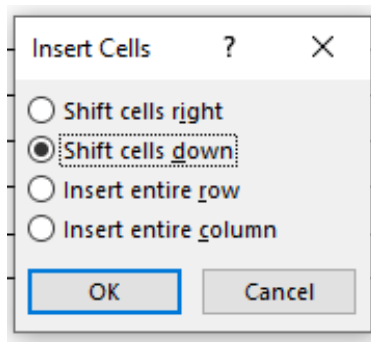
Drag a table to a new location

1. Put the pointer on the table until the pointer becomes a four-headed arrow,  appears.

2. Drag the table to a new location

Insert cell

To insert cell, put the pointer in the table, and appeared the box:



To shift cells right.

To shift cells down.

Insert entire row.

Insert entire column.

Header and Footer

To insert header or footer in document by:

Choose **Insert** tab.

Select **Header & Footer** command.

Select **Header** to add text in the top of page.

Select **Footer** to add text in the bottom of page.

Page Numbering

Click on **Insert tab** → click **Page Numbers** command, then appear the dialog box contains several options such as top, bottom of page and format page number to format or start at page number.