الفيزياء الطبية

المرحلة الاولى

Microsoft Word

lecture "4"

<u>تدريسي المـاده</u>

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Breaks:

When you're working on a multi-page document, there may be times when you want to have more control over how exactly the text flows. Breaks can be helpful in these cases. There are many types of breaks to choose from depending on what you need, including page breaks, section breaks, and column breaks.

To insert a page break:

1. Place the insertion point where you want to create the page break.
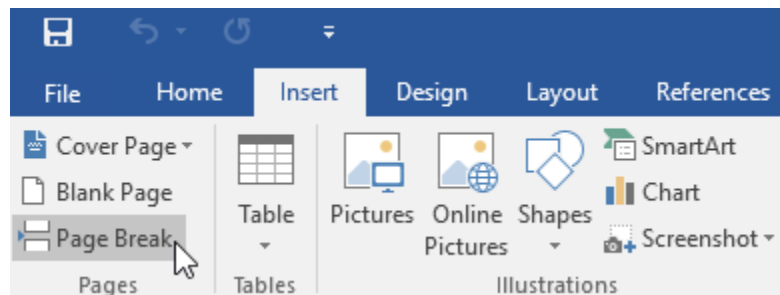2. On the Insert tab, click the Page Break command. You can also press Ctrl+Enter on your keyboard.

Figure 1 : break page command

3. The page break will be inserted into the document, and the text will move to the next page.

*By default, breaks are invisible. If you want to see the breaks in your document, click the Show/Hide command on the Home tab.

Section breaks:

Section breaks create a barrier between different parts of a document, allowing you to format each section independently. For example, you may want one section to have two columns without adding columns to the entire document. Word offers several types of section breaks.

1. Next Page: This option inserts a section break and moves text after the break to the next page of the document.
2. Continuous: This option inserts a section break and allows you to continue working on the same page.
3. Even Page and Odd Page: These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (like with a new chapter of a book).
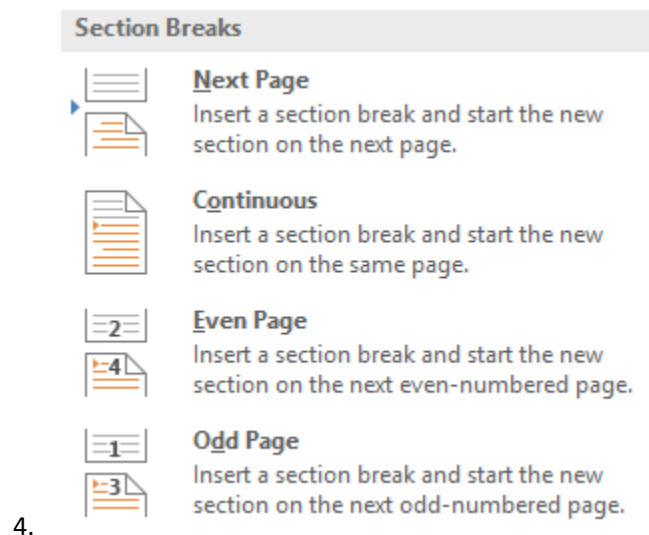

4.

Figure 2 : break section intro

To insert a section break:

In our example, we'll add a section break to separate a paragraph from a two-column list.

1. Place the insertion point where you want to create the break. In our example, we'll place it at the beginning of the paragraph we want to separate from two-column formatting.

CLIENTS OVERVIEW

The company added 13 new clients to its roster between December 2015 and January 2016.

NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading

- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

Figure 3 : break section

2. On the Page Layout tab, click the Breaks command, then select the desired section break from the drop-down menu. In our example, we'll select Continuous so our paragraph remains on the same page as the columns.
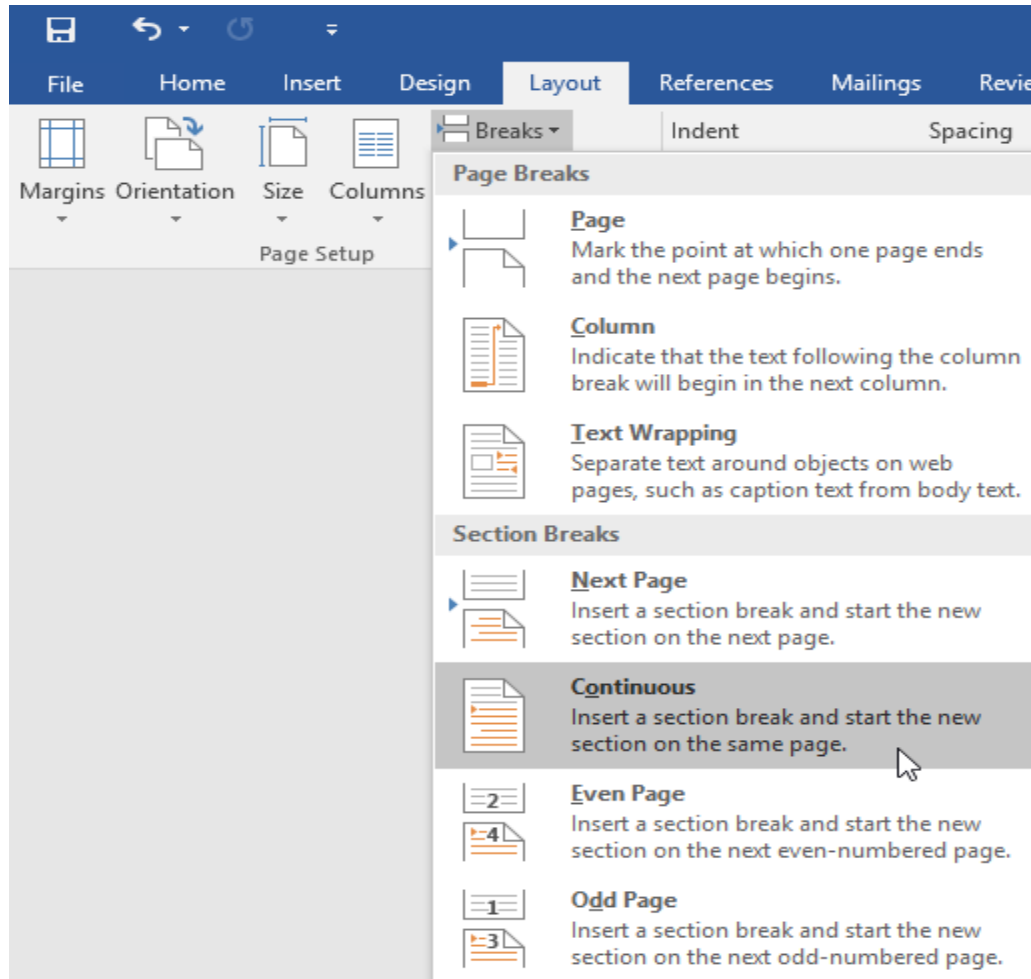

Figure 4 : break section command

3. A section break will appear in the document.

NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

Figure 5 : break section added

4. The text before and after the section break can now be formatted separately. In our example, we'll apply one-column formatting to the paragraph.
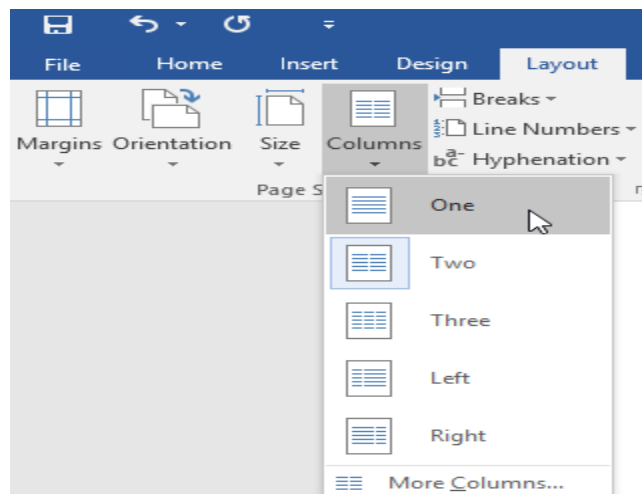

Figure 6 : break section column format

5. The formatting will be applied to the current section of the document. In our example, the text above the section break uses two-column formatting, while the paragraph below the break uses one-column formatting.

NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
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Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

Figure 7 : break section done

Other types of breaks:

When you want to format the appearance of columns or modify text wrapping around an image, Word offers additional break options that can help:

1. Column: When creating multiple columns, you can apply a column break to balance the appearance of the columns. Any text following the column break will begin in the next column. To learn more about how to create columns in your document.

2. Text wrapping: When text has been wrapped around an image or object, you can use a text-wrapping break to end the wrapping and begin typing on the line below the image.

To delete a break:

By default, breaks are hidden. If you want to delete a break, you'll first need to show the breaks in your document.

1. On the Home tab, click the Show/Hide command.
2. Locate the break you want to delete, then place the insertion point at the beginning of the break.
3. Press the Delete key. The break will be deleted from the document.

Columns:

Sometimes the information you include in your document is best displayed in columns. Columns can help improve readability, especially with certain types of documents—like newspaper articles, newsletters, and flyers. Word also allows you to adjust your columns by adding column breaks.

To add columns to a document:

1. Select the text you want to format.
2. Select the Layout tab, then click the Columns command. A drop-down menu will appear.
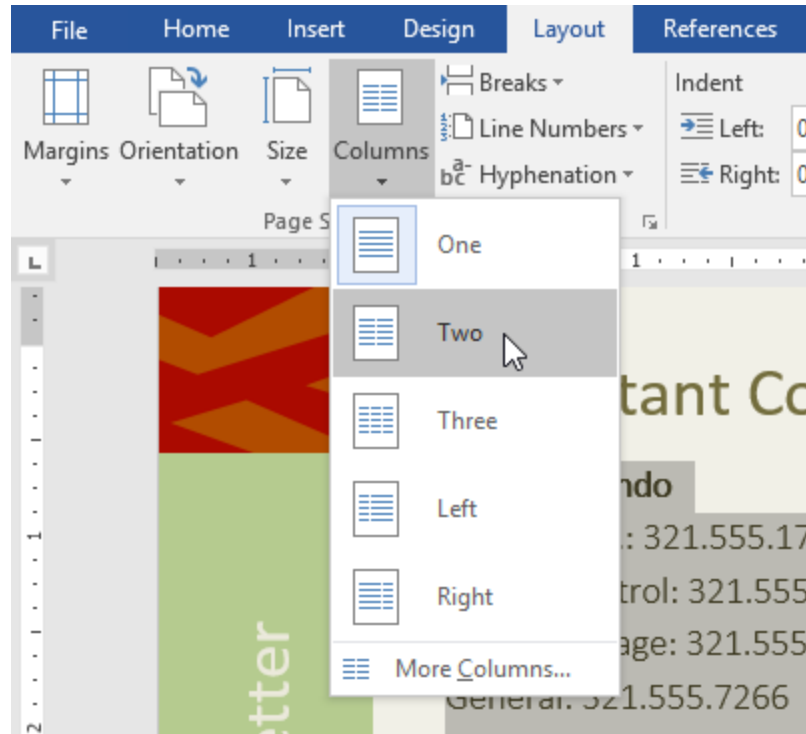3. Select the number of columns you want to create.

Figure 8 : columns add menu

4. The text will format into columns.

To remove columns:

To remove column formatting, place the insertion point anywhere in the columns, then click the Columns command on the Layout tab. Select One from the drop-down menu that appears.

Adding column breaks:

Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you may want to control exactly where each column begins. You can do this by creating a column break.

To add a column break:

1. Place the insertion point at the beginning of the text you want to move.
2. Select the Layout tab, then click the Breaks command. A drop-down menu will appear.
3. Select Column from the menu.
4. The text will move to the beginning of the column. In our example, it moved to the beginning of the next column.

To remove column breaks:

1. click the Show/Hide command on the Home tab.
2. Place the insertion point to the left of the break you want to delete.
3. Press the delete key to remove the break.

Tables:

A table is a grid of cells arranged in rows and columns. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a blank table or convert existing text to a table. You can also customize your table using different styles and layouts.

To insert a blank table:

1. Place the insertion point where you want the table to appear.
2. Navigate to the Insert tab, then click the Table command.
3. This will open a drop-down menu that contains a grid. Hover over the grid to select the number of columns and rows you want.
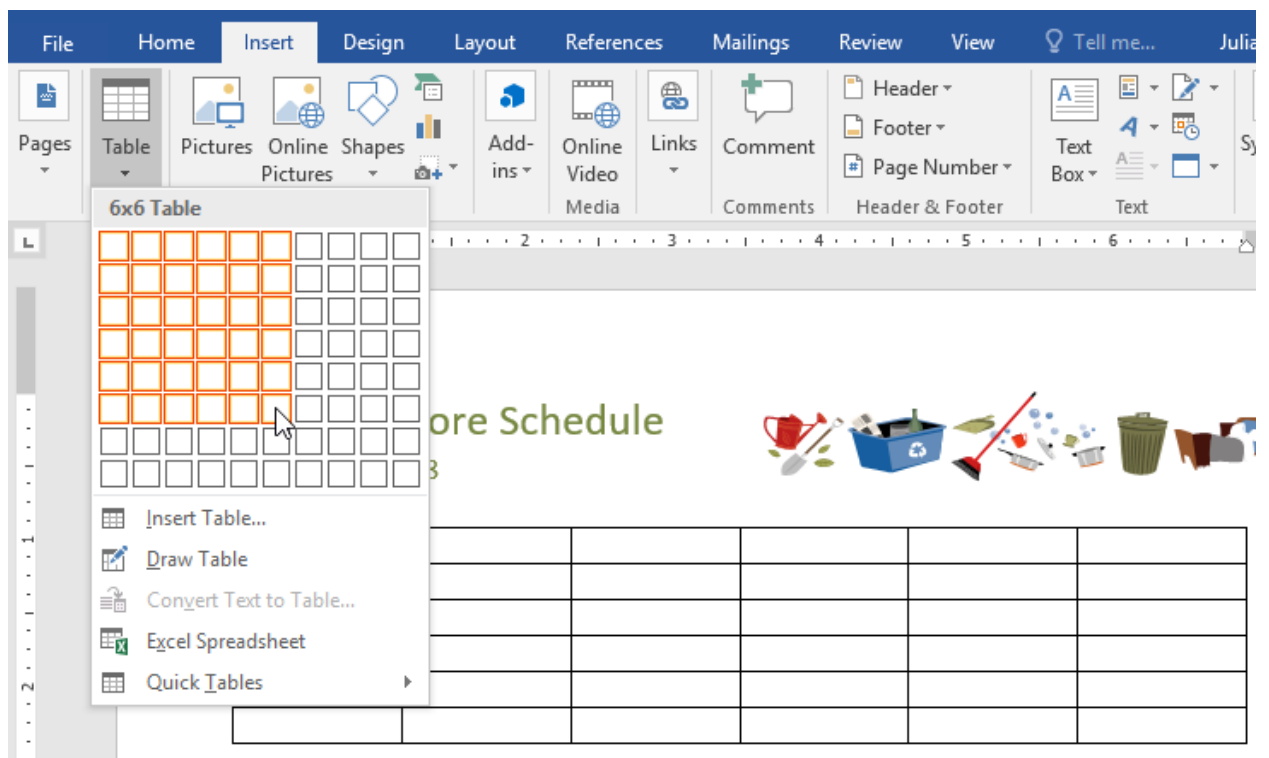

Figure 9 : table blank menu

4. Click the grid to confirm your selection, and a table will appear.

5. To enter text, place the insertion point in any cell, then begin typing.

- To navigate between cells, use the Tab key or arrow keys on your keyboard. If the insertion point is in the last cell, pressing the Tab key will automatically create a new row.

To convert existing text to a table:

In this example each line of text contains part of a checklist, including chores and days of the week. The items are separated by tabs. Word can convert this information into a table, using the tabs to separate the data into columns.

Weekly Chore Schedule
July 1 – July 5

	Monday	Tuesday	Wednesday	Thursday
Homework	X	X	School holiday	
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

1. Select the text you want to convert to a table.

2. Go to the Insert tab, then click the Table command.

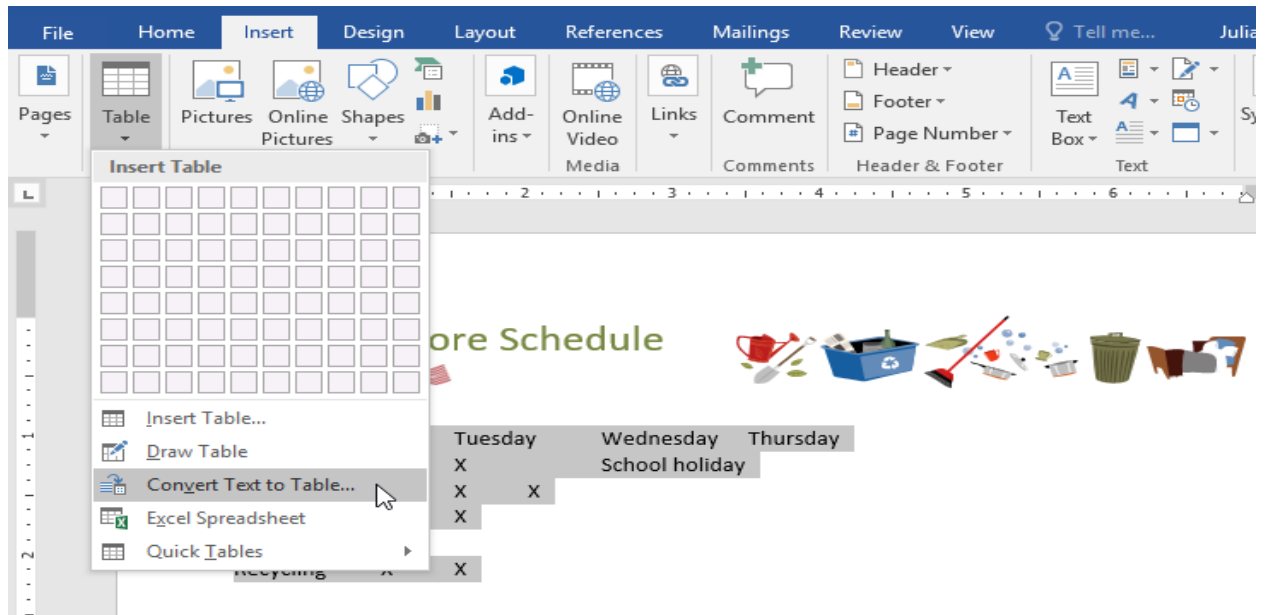3. Select Convert Text to Table from the drop-down menu.

Figure 10 : table convert menu

4. A dialog box will appear. Choose one of the options under Separate text at. This is how Word knows what to put into each column.
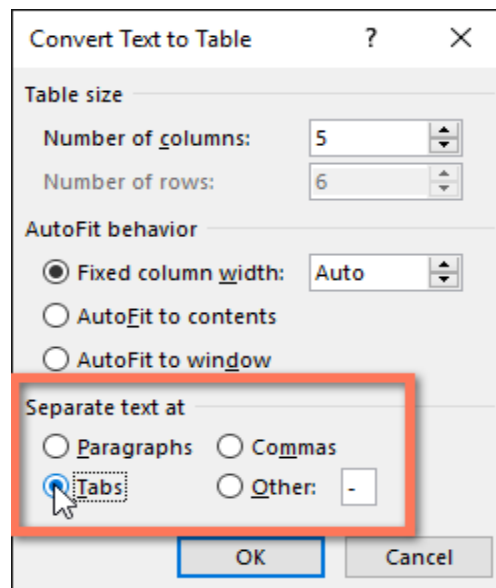

Figure 11 : table convert dialog

5. Click OK. The text will appear in a table.

Modifying tables:

You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including adding rows or columns and changing the table style.

To add a row or column:

Hover outside the table where you want to add a row or column. Click the plus sign that appears, a new row or column will be added to the table.

- You can also right-click the table, then hover over Insert to see various row and column options.

To delete a row or column:

1. Place the insertion point in the row or column you want to delete.
2. Right-click, then select Delete Cells from the menu.
3. A dialog box will appear. Choose Delete entire row or Delete entire column, then click OK.
4. The row or column will be deleted.

To apply a table style:

Table styles let you change the look and feel of your table instantly. They control several design elements, including color, borders, and fonts.

1. Click anywhere in your table to select it, then click the Design tab on the far right of the Ribbon.

2. Locate the Table Styles group, then click the More drop-down arrow to see the full list of styles.
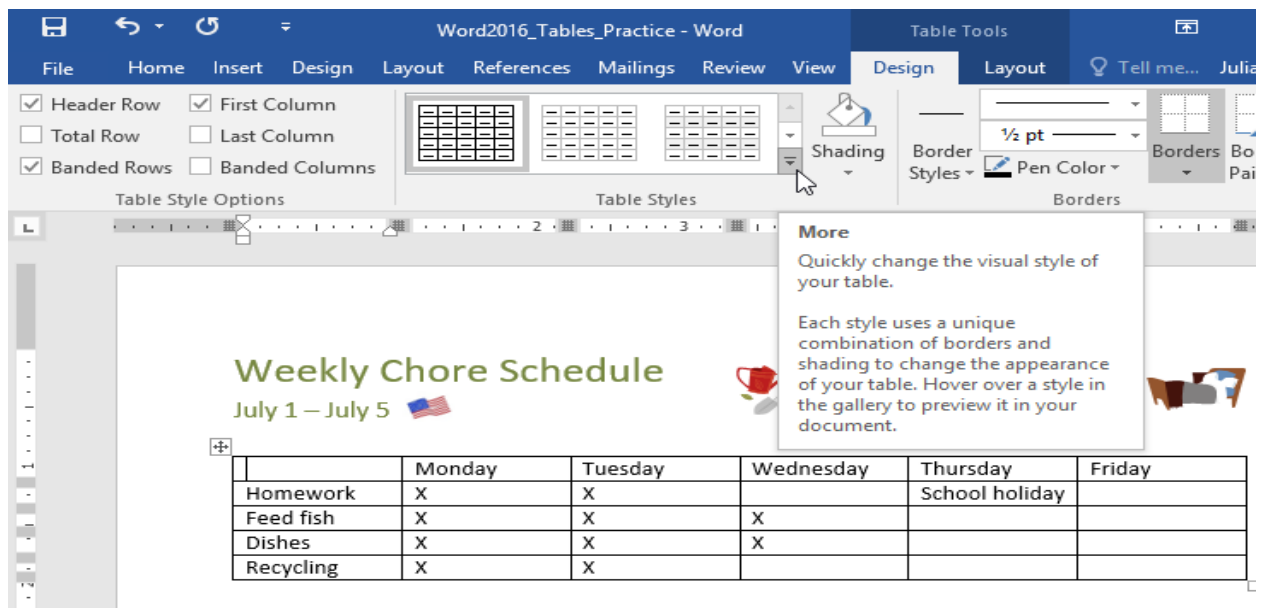

Figure 12 : table style more

3. Select the table style you want.
4. The table style will appear.

Figure 13 : table style result

To modify table style options:

Once you've chosen a table style, you can turn various options on or off to change its appearance. There are six options: Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns.

1. Click anywhere in your table, then navigate to the Design tab.
2. Locate the Table Style Options group, then check or uncheck the desired options.
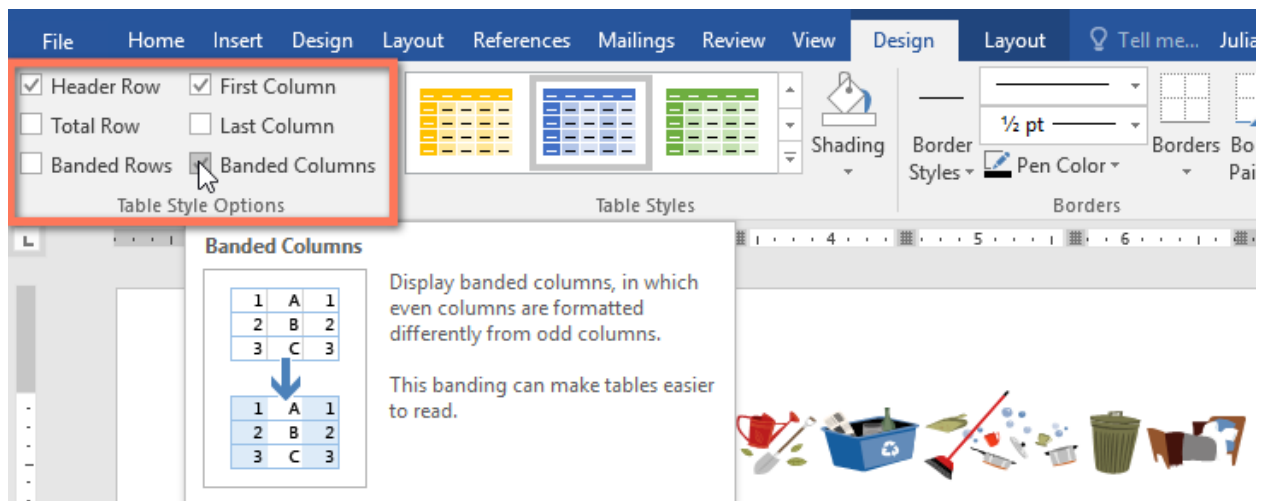

Figure 14 : table modify options

3. The table style will be modified.

To apply borders to a table:

1. Select the cells you want to apply a border to.
2. Use the commands on the Design tab to choose the desired Line Style, Line Weight, and Pen Color.
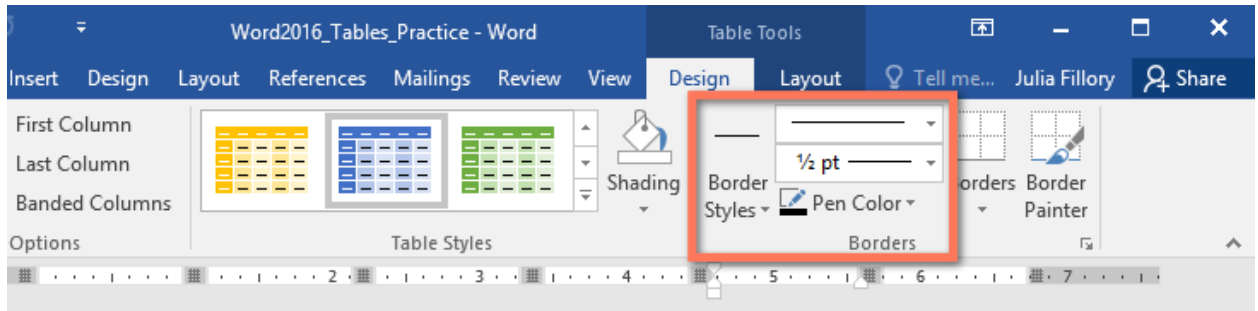
Figure 15 : table border commands

3. Click the drop-down arrow below the Borders command.

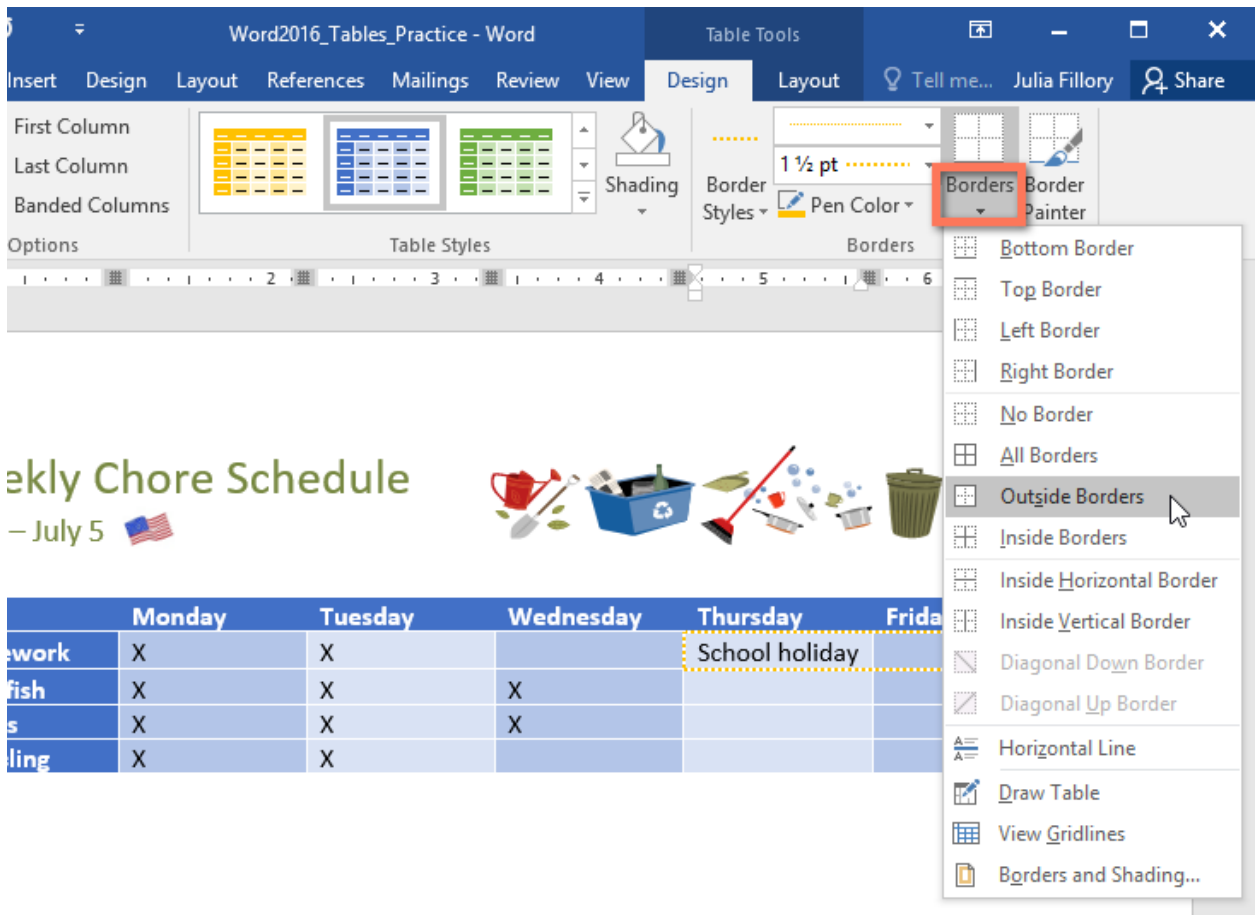4. Choose a border type from the menu.

Figure 16 : table border menu

5. The border will be applied to the selected cells.