

تقنيات البصريات

المرحلة الاولى

Microsoft Word

lecture "1"

تدريسي المادة

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Microsoft Word:

Is a word processing application that allows you to create a variety of documents, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the Ribbon, Quick Access Toolbar, and Backstage view.

The Word interface:

When you open Word for the first time, the Start Screen will appear. From here, you'll be able to create a new document, choose a template, and access your recently edited documents. From the Start Screen, locate and select Blank document to access the Word interface.

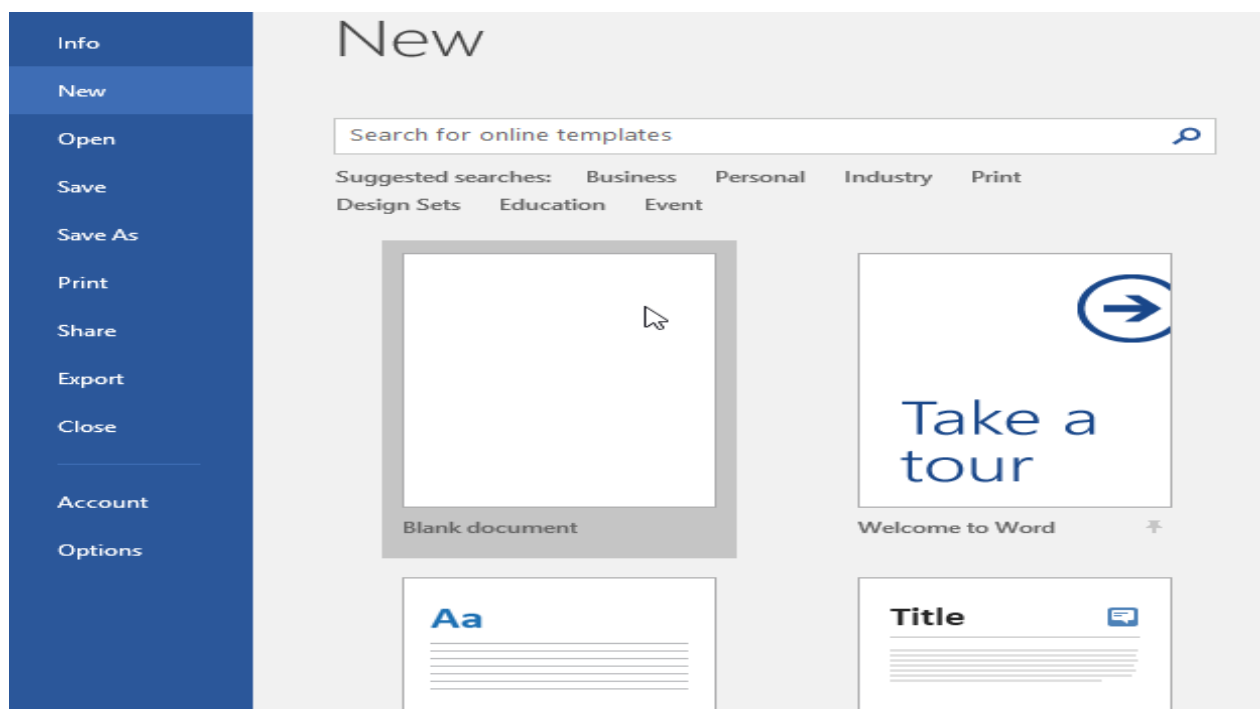


Figure 1 : create new blank

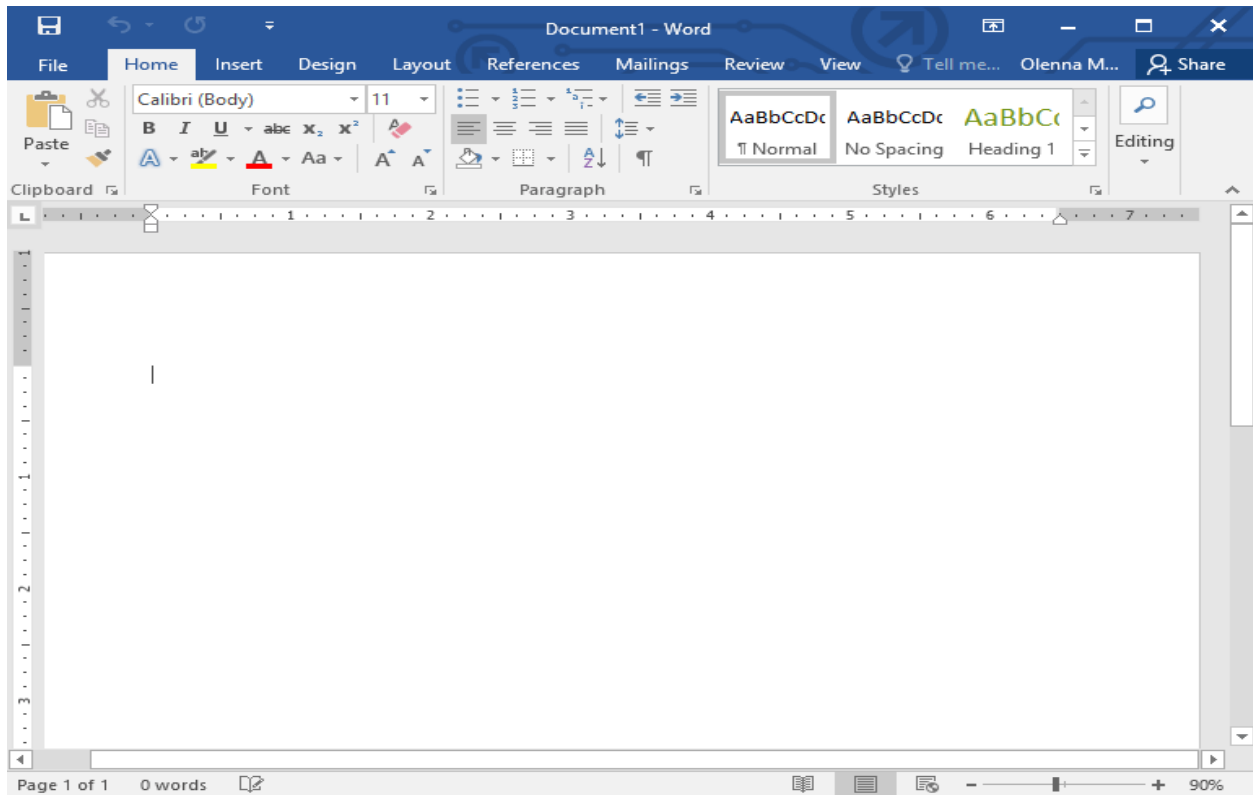


Figure 2 : start interface background

The Ribbon :

Word uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, which you can find near the top of the Word window.

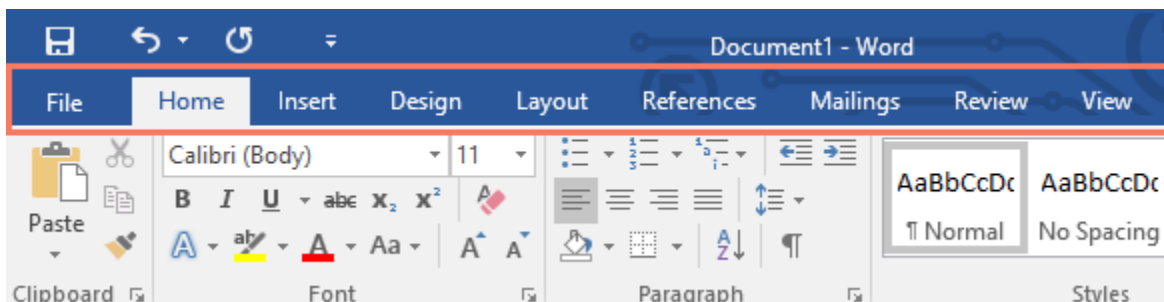


Figure 3 : start ribbon tabs

Each tab contains several groups of related commands. For example, the Font group on the Home tab contains commands for formatting text in your document.

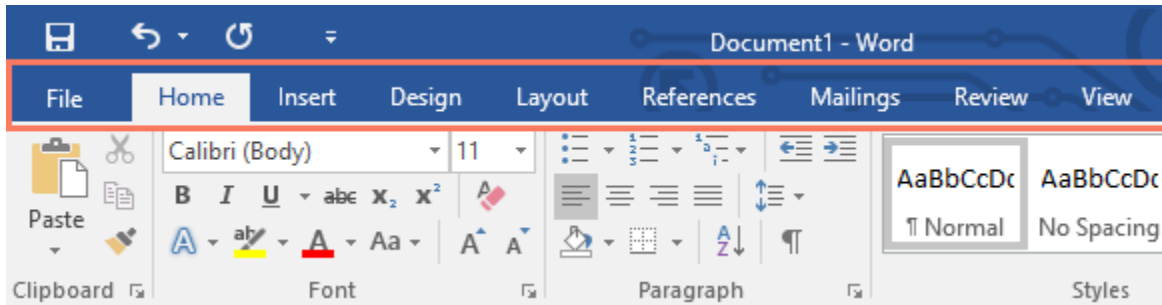


Figure 4 : start ribbon group

Some groups also have a small arrow in the bottom-right corner that you can click for even more options.

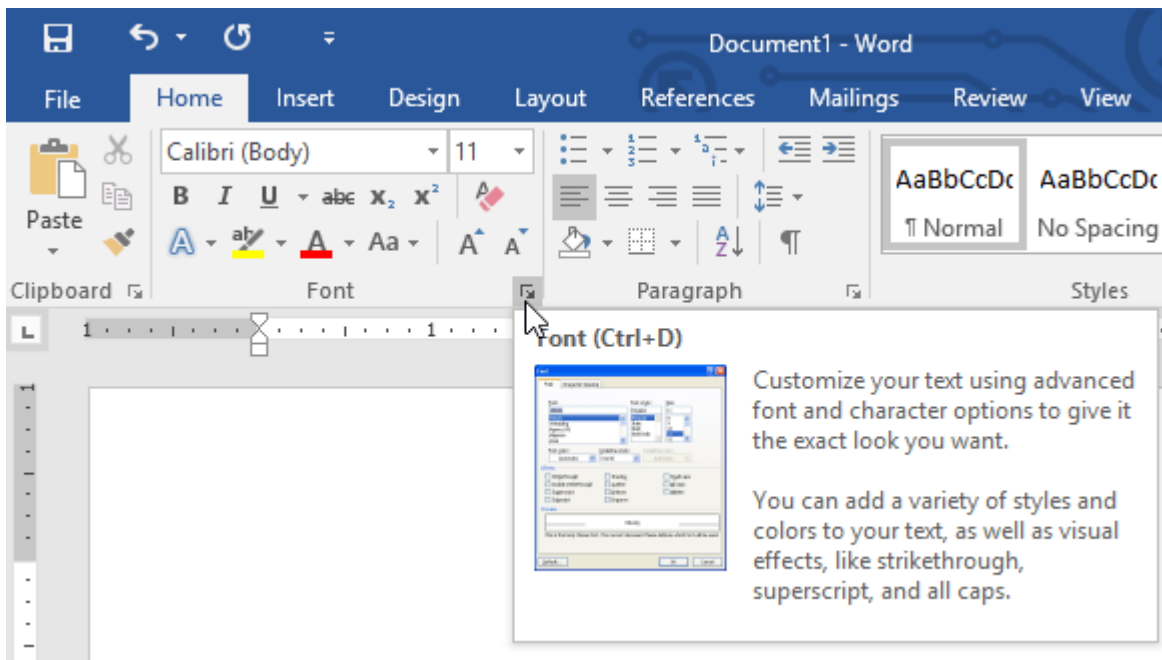


Figure 5 : start ribbon arrow

Showing and hiding the Ribbon :

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the Ribbon Display Options arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

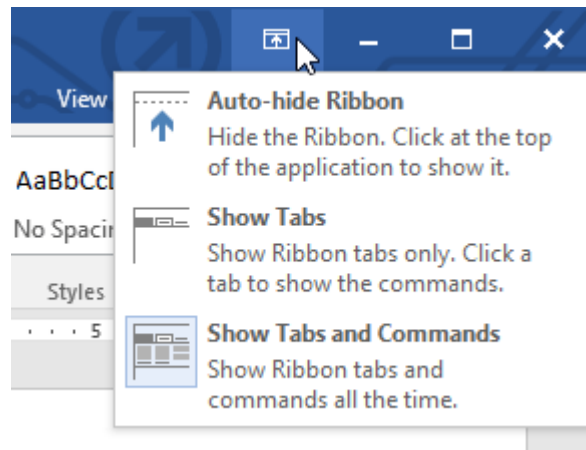


Figure 6 : start ribbon minimize

1. **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the Expand Ribbon command at the top of screen.
2. **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
3. **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

The Quick Access Toolbar :

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it shows the Save, Undo, and Redo commands, but you can add other commands depending on your needs.

To add commands to the Quick Access Toolbar:

1. Click the drop-down arrow to the right of the Quick Access Toolbar.

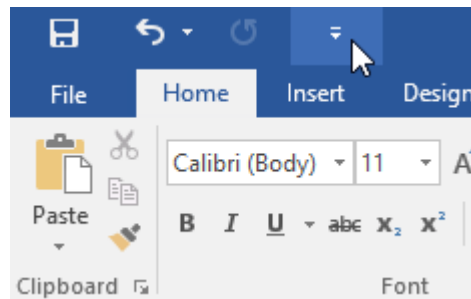


Figure 7 : start quick access

2. Select the command you want to add from the menu.
3. The command will be added to the Quick Access Toolbar.