

المحاضرة الثانية

The Ruler :

The Ruler is located at the top and to the left of your document. It makes it easier to adjust your document with precision.

OneDrive :

is Microsoft's online storage space that you can use to save, edit, and share your documents and other files. You can access OneDrive from your computer, smartphone, or any of the devices you use.

To get started with OneDrive, all you need to do is set up a free Microsoft account, if you don't already have one,

once you have a Microsoft account, you'll be able to sign in to Office. Just click Sign in in the upper-right corner of the Word window.

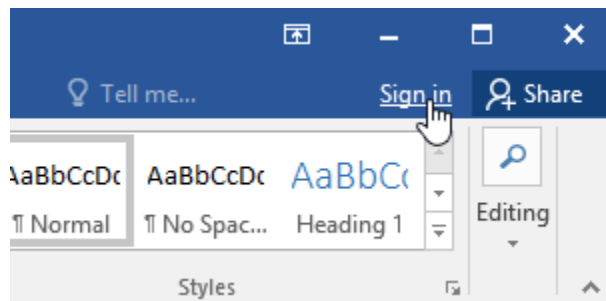


Figure 8 : onedrive signin

Benefits of using OneDrive :

Once you're signed in to your Microsoft account, there are a few of the things you'll be able to do with OneDrive:

1. Access your files anywhere: When you save your files to OneDrive, you'll be able to access them from any computer, tablet, or smartphone that has an Internet connection. You'll also be able to create new documents from OneDrive.

2. Back up your files: Saving files to OneDrive gives them an extra layer of protection. Even if something happens to your computer, OneDrive will keep your files safe and accessible.
3. Share files: It's easy to share your OneDrive files with friends and coworkers. You can choose whether they can edit or simply read files. This option is great for collaboration because multiple people can edit a document at the same time (also known as co-authoring).

Saving and opening files :

When you're signed in to your Microsoft account, OneDrive will appear as an option whenever you save or open a file. You still have the option of saving files to your computer. However, saving files to your OneDrive allows you to access them from any other computer, and it also allows you to share files with friends and coworkers.

For example, when you click Save As, you can select either OneDrive or This PC as the save location.

To open an existing document:

Navigate to Backstage view, then click Open, then Select This PC, then click Browse. You can also choose OneDrive to open files stored on your OneDrive, The Open dialog box will appear. Locate and select your document, then click Open.

To create a word document:

Word files are called documents. Whenever you start a new project in Word, you'll need to create a new document, which can either be blank or from a template.

To create a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

Select the File tab to access Backstage view, then Select New, then click Blank document.

To create a new document from a template:

Select the File tab to access Backstage view, then select New, several templates will appear below the Blank document option. You can also use the search bar to find something more specific.

Compatibility Mode:

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, like Word 2010 or Word 2007.

When you open these types of documents, they will appear in Compatibility Mode.

Compatibility Mode disables certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility Mode can affect which commands are available. Because the document on the left is in Compatibility Mode, it only shows commands that were available in Word 2007.

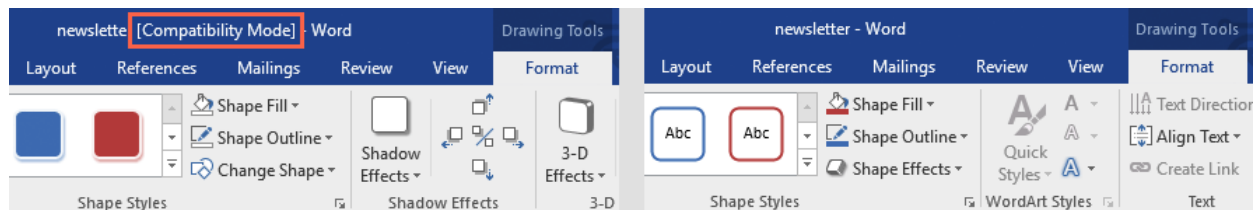


Figure 9 : Compatibility Mode

To exit Compatibility Mode, you'll need to convert the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility Mode so the format will not change.

To convert a document:

If you want access to the newer features, you can convert the document to the current file format.

Click the File tab to access Backstage view, then locate and select the Convert command.

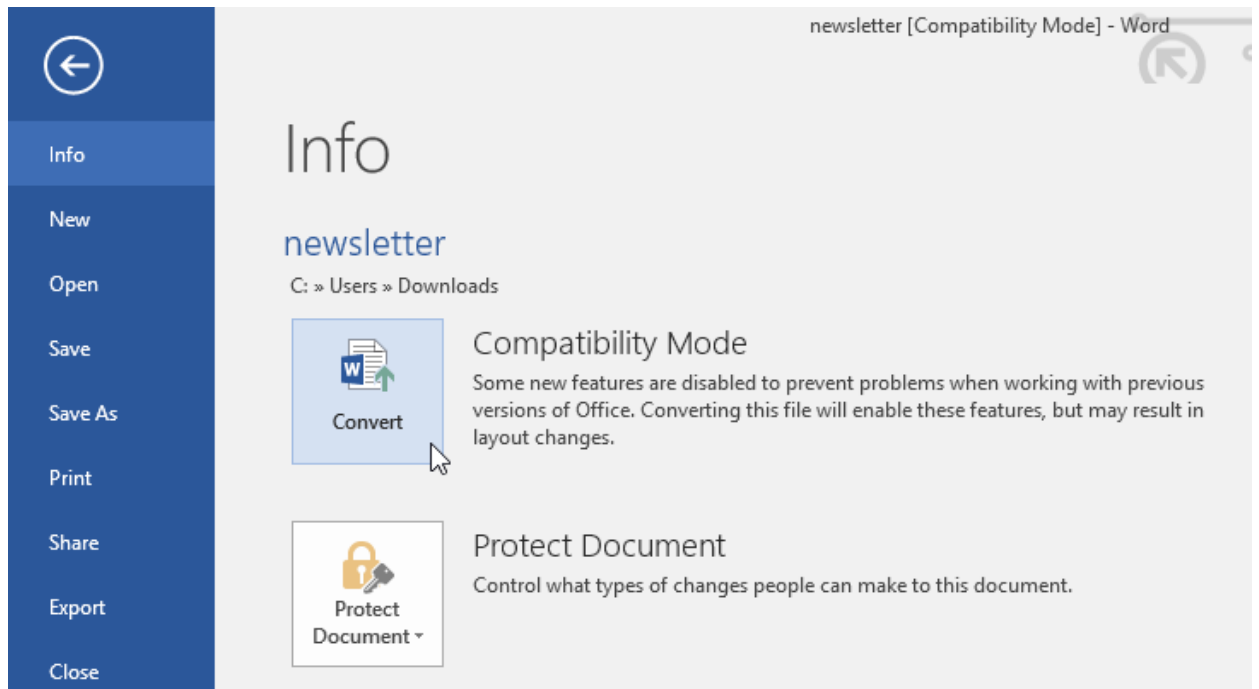


Figure 10 : convert commend

A dialog box will appear. Click OK to confirm the file upgrade.

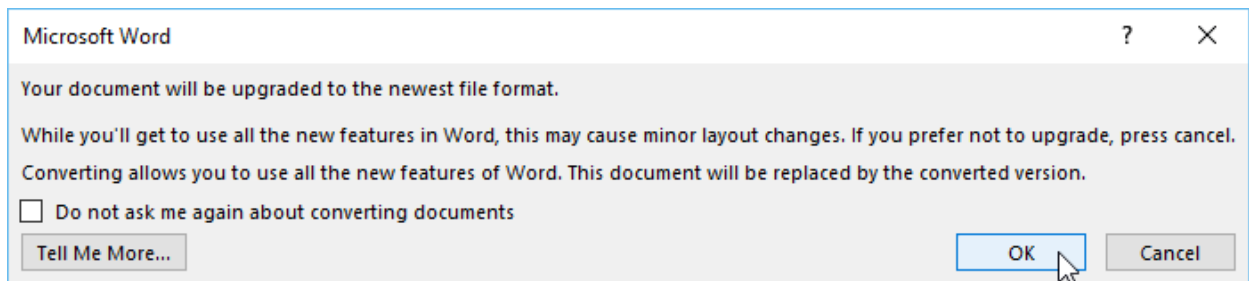


Figure 11 : convert dialog