

# AL-MUSTAQBAL UNIVERSITY COLLEGE

قسم التمريض

Microsoft Word

By:

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Lecture 3  
2022-2021

# MICROSOFT WORD

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Microsoft Word is the word processing component of the Microsoft Office Suite.

It is used primarily to enter, edit, format, save, retrieve and print documents.



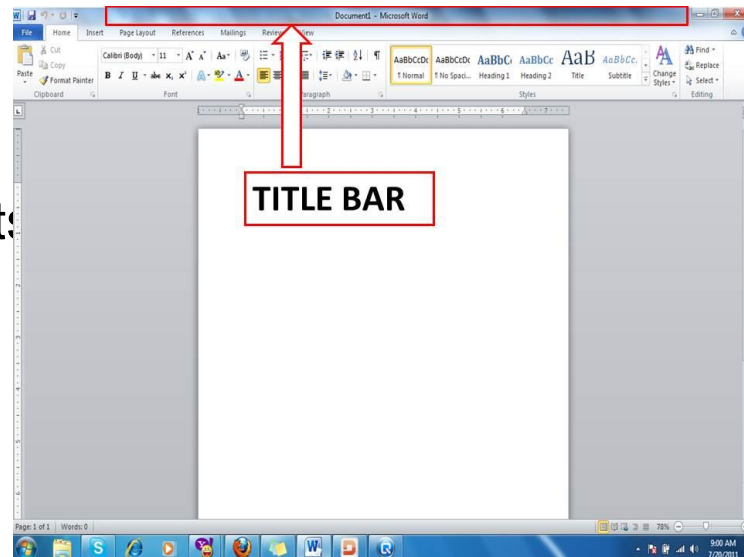
# MICROSOFT WORD

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## title bar

It displays the names of the open program (in this case Microsoft Word) and the name of the current file.

- Files created in Microsoft Word are often referred to as documents and have the file extension .doc or .docx



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In the top of word ,the minimize, maximize/restore and close buttons for the program window.



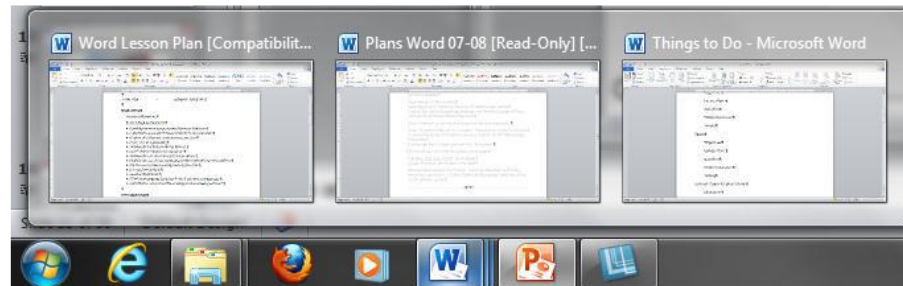
When you click the **minimize button** the program becomes a button on the Windows taskbar located at the bottom of the screen.



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If you have multiple files from the same program open you will need to select the one you want to restore to active mode.



- When you click the maximize / restore button

The program window will fill the screen.



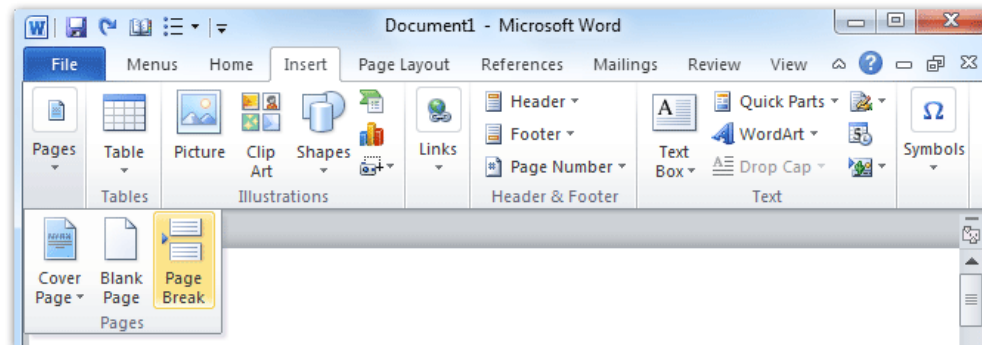
# MICROSOFT WORD

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## Quick access toolbar :-

It contains the most commonly used commands in Microsoft Word:

1. Save
2. Undo
3. Repeat



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The **Home Tab** Groups contain the commands most commonly associated with the formatting and editing of text.

-Clipboard

- Font

-Paragraph Styles

-Editing

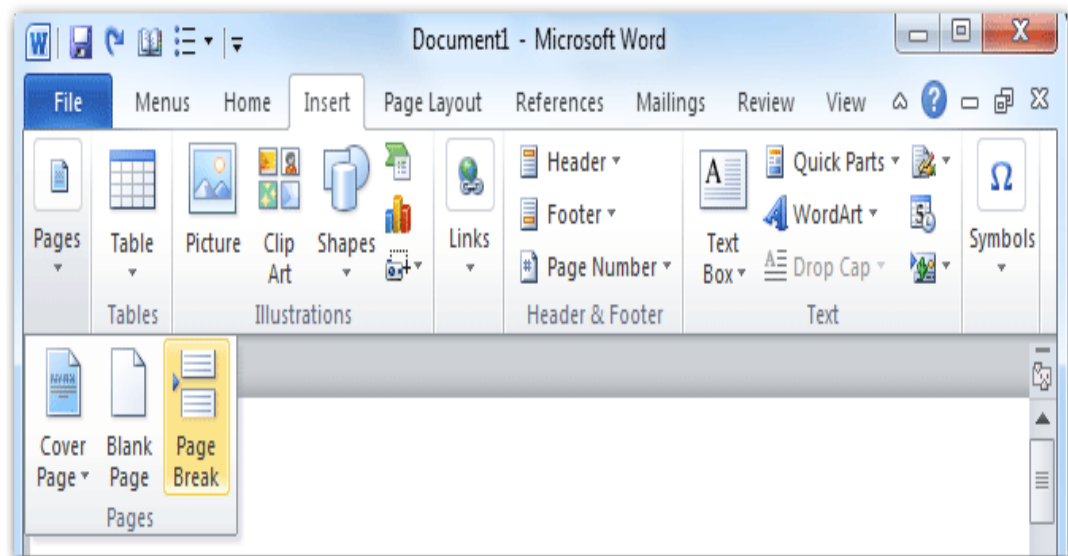


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The **Insert Tab** Groups contain the commands most commonly associated with adding something to the document.  
Pages

- Tables
- Illustrations
- Links
- Header/Footer
- Text Symbols



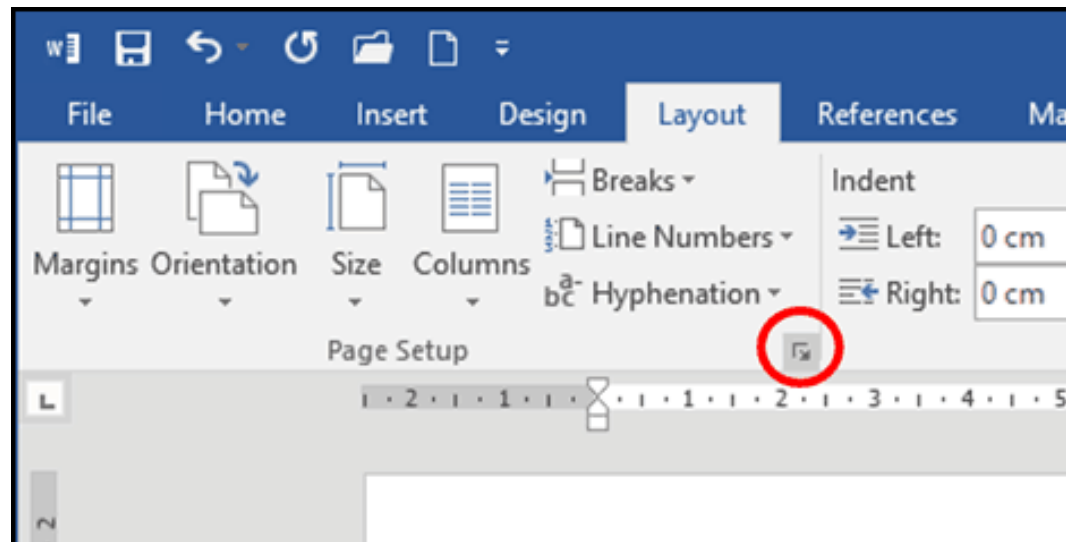


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The **Page Layout** Groups contain the commands most commonly associated with settings that would affect the entire page or document.

- **Page Setup**
- **Paragraph**
- **Arrange**



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The **View Tab** groups contain the the variety of ways you can “look at” a document or documents.

**Document**

**Views Show**

**Zoom**

**Window**

**Macros**

***Any question.....?***