LEC3

Home Tab

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❑ The Home Tab

1. Font Group

The Font Group in the Home Tab allows you to change your text font style, size, color, and many other elements. To do that, **select the text, which needs to be changed and do the following**:

➢ **Change the Font Type**

1. Select the **text** and click the **Home** tab, find the Font toolbox.

2. Click the Font Type button to list down all the fonts available:

Example: Choose **Font Type** Arial

Sol: "Hello World"

➢ **Change the Font Size**

1. Select the **text** and click **Home** tab.

2. **Click** the **Font Size button** to list down all the font sizes available.

3. **Click** on the **size** you require.

Example: Choose Font Size (18)

Sol: "Hello World"

➢ **Type the Text**   B *I* U ▾ a̶b̶c̶ X₂ X²

  – Select the **text** and click the **home tab**, find the **Font toolbox**.

  1. Click the **"B"** will make your text **Bold OR (CTRL+B)**.   **B**

     Example: "**Hello World**"

  2. Click the **"*I*"** will make your text *italics* **OR (CTRL+I)**.   *I*

     Example: "*Hello World*".

  3. Click the **"U̲"** will make your text <u>underline</u> **OR (CTRL+U)**.   U̲

     Example: "<u>Hello World</u>"

  4. Click the **"a̶b̶c̶"** will make your text s̶t̶r̶i̶k̶e̶-̶t̶h̶r̶o̶u̶g̶h̶ **OR (Alt+H +4)**.   a̶b̶c̶

     Example: "H̶e̶l̶l̶o̶ ̶W̶o̶r̶l̶d̶"̶.̶

  5. Click the **"X₂"** will make your text or number **OR (ctrl -)**.   X₂

     Example: (H_2O, HCO_3, H_3PO_4).

  6. Click the **"X²"** will make your text or number **OR (ctrl +)**.   x²
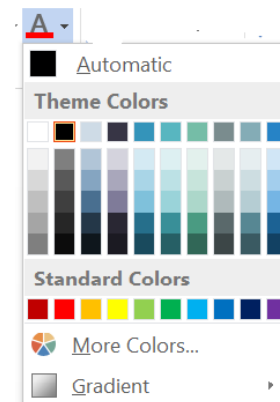
     Example: (X^2, 1st, 2nd).

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➢ **Change the Font Color**

1. Select the **text** and click **Home** tab.

2. Click the **Font Color button to** list down all the colors available.

3. **Click** on the **font** you require

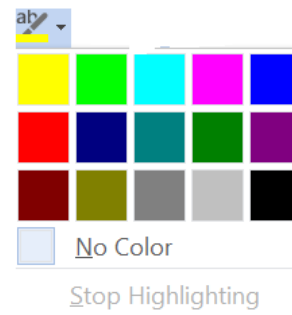Example: Choose Font Color (blue)

      Sol: "Hello World"

➢ **Highlight the Text**

1. Click the **Text Highlight Color** button from **Home** tab.

2. Select the **text** you wish to highlight it.

      Example: choose Highlight Color (yellow)

      Sol: "Hello World"

➢ **Change the Text Case**

. 1. Select the **text** and click **Home** tab.

2. Click the Change Case button

3. Select the desired case option from the list, which includes:

- **Sentence case**

    Example: "hello world"

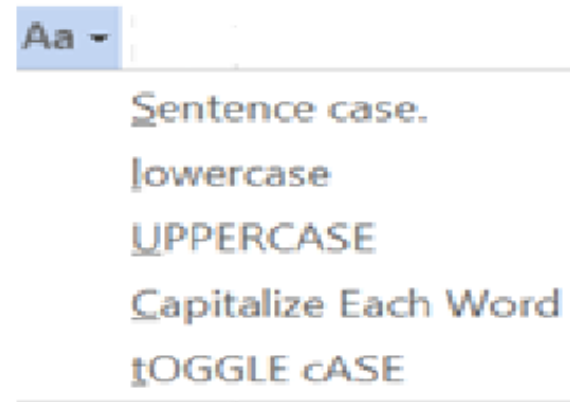- **Lowercase**

    Example: "hello world"

- **UPPERCASE**

    Example: "HELLO WORLD"

- **Capitalize Each Word**

    Example: "Hello World"

- **tOGGLE cASE**

    Example: hELLO wORLD"

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➢ **How to add a Bulleted or Numbered List**

1. Select a list of text to which you want to assign bullets or numbers

2. From the **Home** tab, click the **Paragraph** group.
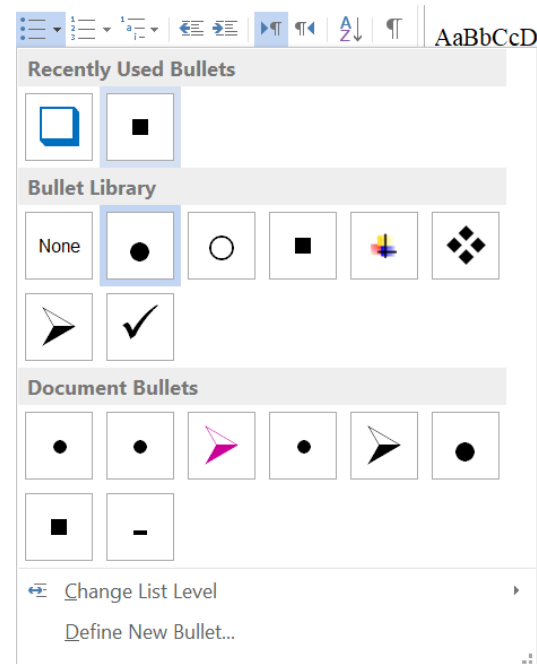
3. Click the **Bulleted** or **Numbered** List

- **Bullets**

Example1:

- Word

- Excel

- PowerPoint

Example1:

➢ HTML
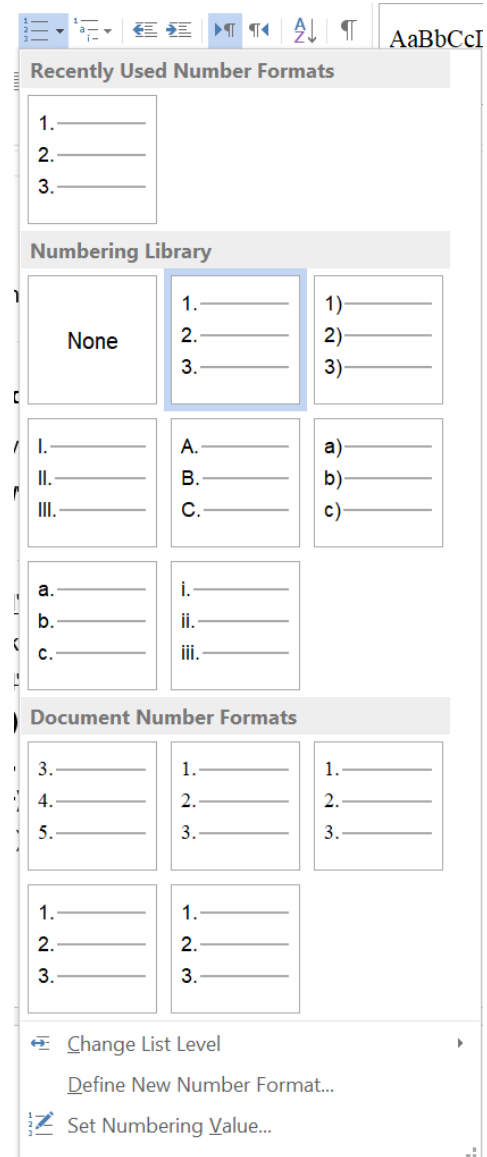
➢ CSS

- **Numbering**

Example1:

1. Word

2. Excel

3. PowerPoint

Example2:

A. Word

B. Excel

C. PowerPoint
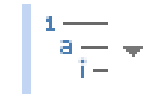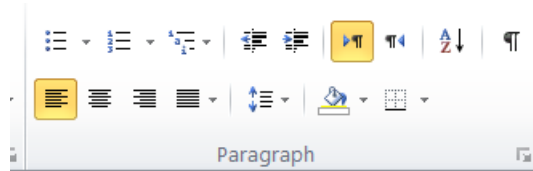
Example3:

i. Word

ii. Excel

iii. PowerPoint

2. **Paragraph Group**

The Paragraph Group focuses on arranging text in a paragraph. Users may create lists, adjust the indentation, sort items, show paragraph formatting, correctly, align text in a paragraph, adjust line spacing, add fill color in shapes, and create borders.

➤ **How to Create a Multilevel List**

1. Select the text that you want to format as a multilevel list.

2. From the **Home tab**, click the **Paragraph group**.

3. Click the **Multilevel List buttons** to list down all the Bullet or Numbers available, Select the bullet or number you would like to be inserted.

4. Position your insertion point at the **end of a list** item and press **Enter the key** then, press the **TAB key** from the keyboard.

1. Ribbon

 1.1. Tabs
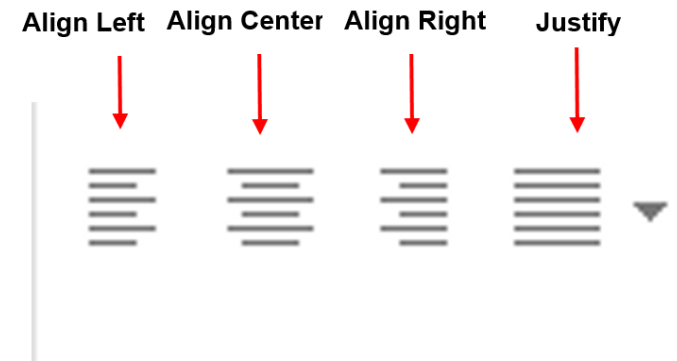
  1.1.1. Group

  1.1.2. Commands

➢ **How to Align Text**

1. From the **Home Tab**, click the **Paragraph toolbox**.

2. Select the text that you would like to align.

3. Select the icon **for left, center, right, or justify:**

• **Align Left:** Align all the selected text to the left margin.

• **Align Center:** Align all the selected text in the center (an equaldistance from the left and right margins).

Align Left Align Center Align Right Justify

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- **Align Right:** Align all the selected text to the right margin.

- **Justify:** Justified text is equal on both sides and lines up equallyto the right and left margins.

➢ **How to change the line and paragraph spacing**

1. From the **Home Tab**, click the **Paragraph toolbox**.

2. Select the text that you would like to change the spacing.

3. Select the **line spacing button**.

Note: Use the line spacing button in research (1.5)

➢ **How to increase or decrease the indent of a paragraph**

1. From the **Home Tab**, click the **Paragraph toolbox**.

2. Select the text that you would like to increase the indentation

3. Either clicks the **increase or decrease indent button**.

	1.0
	1.15
✓	1.5
	2.0
	2.5
	3.0
	Line Spacing Options...
	Remove Space Before Paragraph
	iph
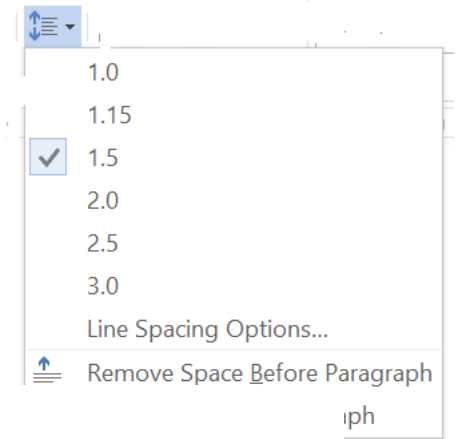
Decrease indent   Increase indent

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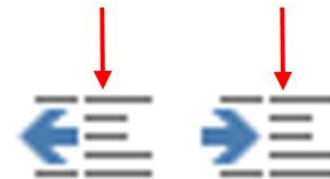
➤ **Text Direction**

    1. Left-To-Right Direction: the text to read from left to ⊫ ➔☰

        Example: English language

    2. Right-To-Left Direction: the text to read from right to

        ⬅☰

        Example: Arabic language

➤ **Alphabetical and numerical o** $\frac{A}{Z}$↓

- Arrange the current selection in alphabetical and numerical order

- This is especially useful if you are trying to organize data in a table.

    Example: organize data in alphabetical order $\frac{A}{Z}$↓
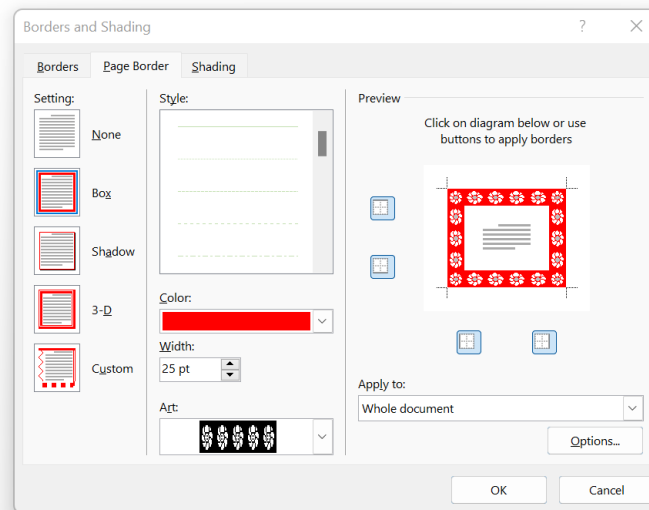
        Ahmed

        Hussein

        Mohammed

➢ **How to add Borders to paragraphs &page**

1. From the **Home Tab**, click the **Paragraph toolbox**.

2. Click the **Border Button**.

2. Select the **Border and Shading.**

3. Click the *Page* **Border tab**, which will display a list of border settings (styles, color, art, and width).

4. Choose the border you want and click **ok.**

3. Styles Group

The **Styles group** is located on the Home tab and contains a set of **Quick Styles**. When working on long documents, styles allow you to format your document quickly while keeping the formatting consistent.
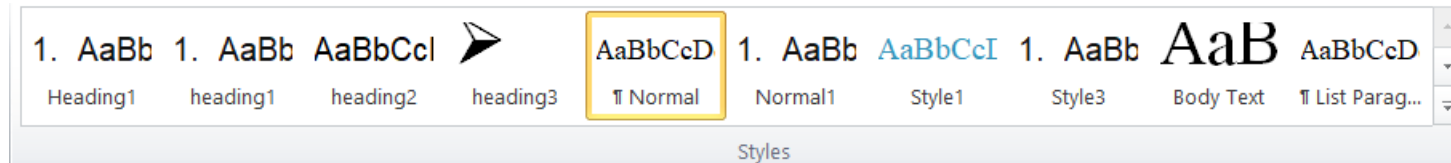


➢ **How to Create a New Style in Word**

1. Right-click the text on which you want to base a new style.
2. In the mini toolbar that appears, click Styles, and then click apply Styles OR **(CTRL+Shift+S).**
3. In the Create New Style from Formatting dialog box, give your style a name.
4. Your new style will now appear in the Styles gallery.
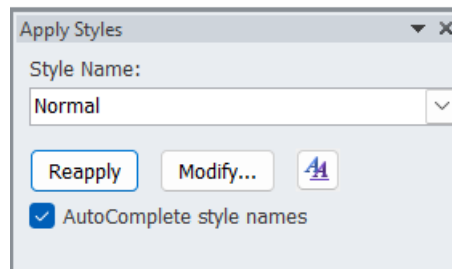
To Modify a Style:

To quickly change all the text that is formatted with a particular style, you can redefine the style. For example, if your main headings are 14 pt Arial, flush left, and bold, and you later decide you want your headings to be 16 pt, Arial Narrow, and centered, you don't have to reformat every main heading in your document. Instead, just change the properties of that style.
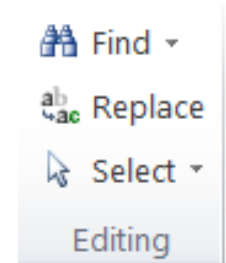
1) Right-click on the style in the Styles group

2) Click on Modify

3) Make changes by using either the icons on the toolbar or the Format button

4) Click on OK
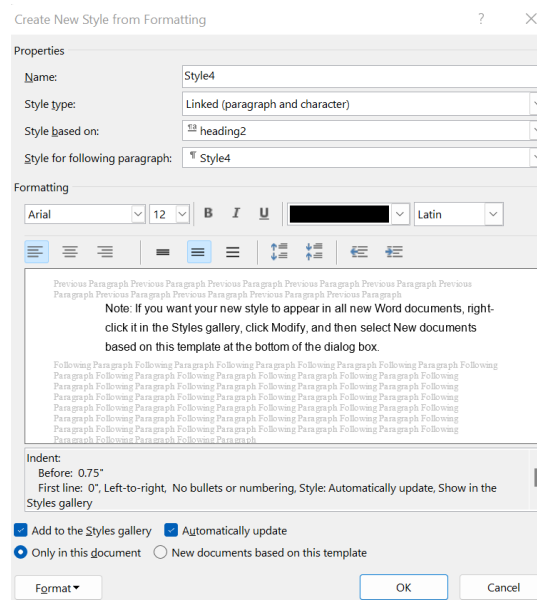
4. Editing group

The Editing Group actually appears on the far right end of the Home Tab.

1. Find 2. Replace 3. Select

➢ **How to Find Text**

1. From the **Home Tab**, click the **Editing toolbox**

2. Click the **Find Button** OR **Ctrl+F**.

3. Write find text or other content in the document.

➢ **How to Replace Text**

1. From the **Home Tab**, click the **Editing toolbox**

2. Click the **Replace Button OR Ctrl+H.**

3. Search for text you'd like to change and replace it with something else.

➢ **How to select All Text**

4. From the **Home Tab**, click the **Editing toolbox**

5. Click the **Select Button, click select All** OR **Ctrl+A**.