



LEC2

File Tab



Opening Microsoft Word

➤ Three ways to open Microsoft Word

1. Click the **Start Menu** ➡ **search** ➡ write **Microsoft Word** and click it.
2. Right-click in the Desktop ➡ **New** ➡ **Microsoft Word documents**.
3. **Double-click** on the **Word desktop icon**.

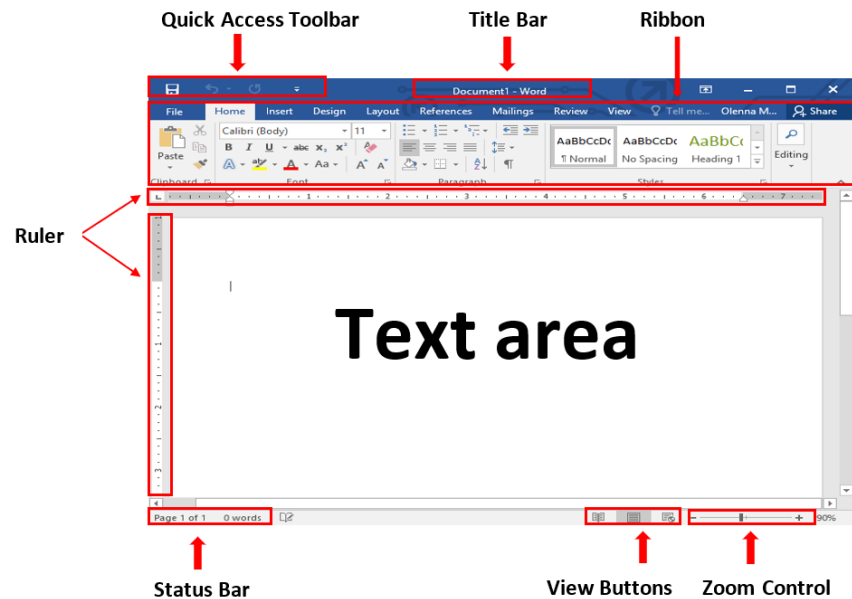


Figure 1: Word Interface

- **Title bar**

This lies in the middle and at the top of the window. The title bar displays the name of the document you are currently using.

- **Ribbon**

➤ Ribbon contains commands organized into three components:

1. **Tabs:** These appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout, etc.
2. **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, a group of commands related to fonts or a group of commands related to alignment, etc.
3. **Commands:** Commands appear within each group.

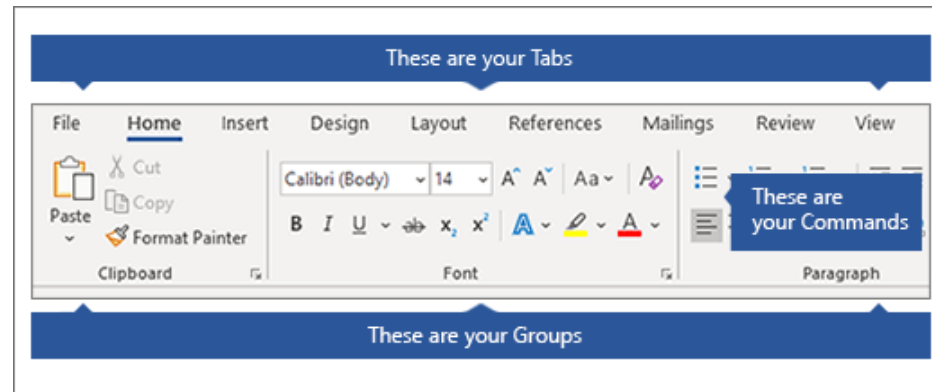


Figure2: Ribbon

- **Quick Access Toolbar**

Provide immediate access to an operation.

- **Rulers**

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

- **Zoom Control**

Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider to increase/decrease the zoom ratio for your document.

- **View Buttons**

1. **Print Layout view:** This displays pages exactly as they will appear when printed.
2. **Full-Screen Reading view:** This gives a full-screen view of the document.
3. **Web Layout view:** This shows how a document appears when viewed by a Web browser, such as Internet Explorer.

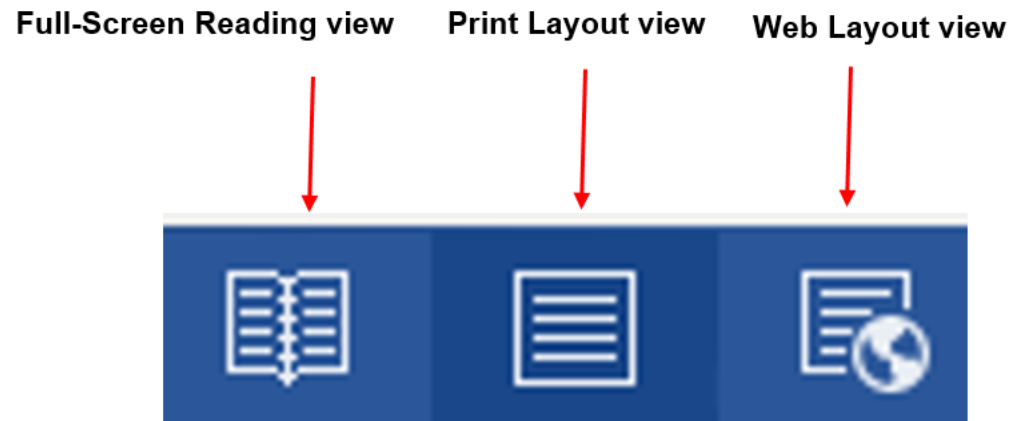


Figure3: View Buttons

- **Status Bar**

This bar contains the total number of pages and words in the document, language, etc. You can configure the status bar by right clicking anywhere on it.

- **File Tab**

This tab provides more options for working with a document.

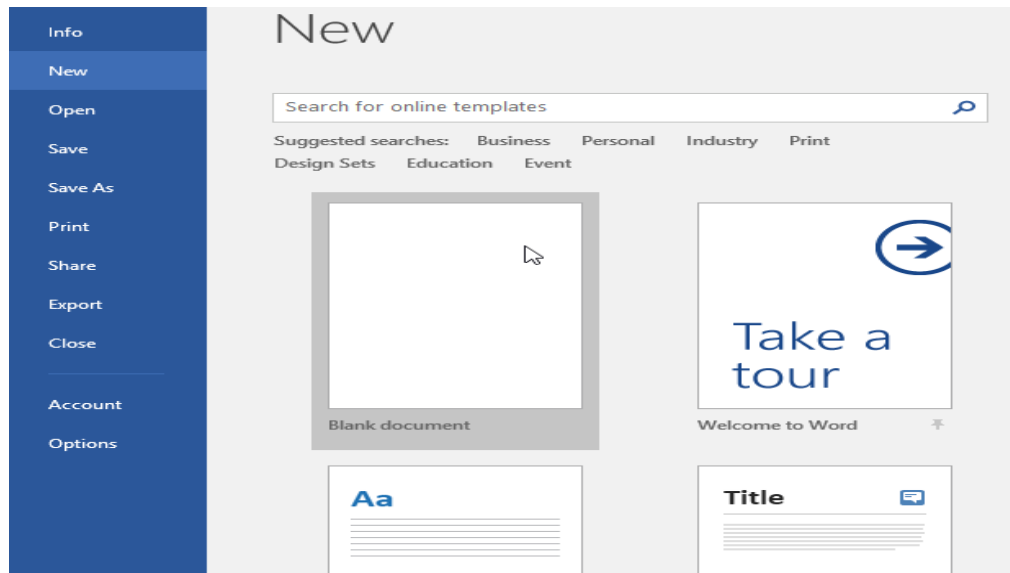


Figure4: File Tab

How to Create New Document

- Click the **File tab** → Click **New** → Select **Blank Document** **OR** **Ctrl+N**.

How to Create Curriculum vitae (CV)

- Click the **File tab** → Click **New** → Select **Blank Document** **OR** **Ctrl+N**.

How to Open an Existing Document

- Click the **File tab** Select **Open** **OR** **Ctrl+O**.

How to Save a Document

1. **Click the File tab** Select **Save As** **OR** **(Ctrl+s)**.
2. Select the location where you wish to save the document
3. Enter a name for the document and click Save.

Different Between Save and Save As Command:

- if you have made changes to the document
 - **save**
- If you are saving for the first time
 - **Save As.**

Print Document

- Steps to Print a Document
 1. Click the **File tab** and select **Print OR (Ctrl+P)**.
 2. Determine the number of copies.
 3. Choose the printer connected to the laptop.
 4. Click the **Print** button to print your document.

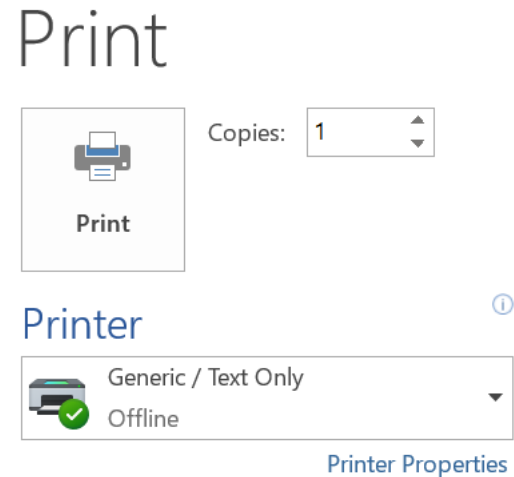


Figure5: Print Document

Exit Microsoft word

-Click the **File tab**  Click **Exit** **or** click **X** in the top right of the window. Or alt + f4

Delete Text:

- Using **Backspace** & **Delete** Keys

Copy, Cut & Paste Text

● Copy

Creating a duplicate copy of the text at the desired location without deleting the text from its original location.

1. **Right-click** on the **selected text**
2. Click the **Copy** or **Ctrl + C** Keys from the keyboard.

- **Cut**

Moving the text from its original location to a new desired location.


1. **Right-click** on the selected text
2. Click the **Cut** or **Ctrl+x Keys** from the keyboard.

- **Past**

1. **Right-click** at the place where you want to past the selected text.
2. click **Past** or **Ctrl + V**.



How to convert a Word document to a PDF

1. **Click the File tab** Select **Save As OR (Ctrl+S)**.
2. Select the location where you wish to save the document.
3. Enter a name for the document.
4. **Save as type**  Select **pdf**.

Undo and repeat operations

- **The undo feature** is used to reverse the last action you performed.

You can access it by clicking the **Undo** command from the **Quick Accesstoolbar**

Or Ctrl + Z Keys from the keyboard (Undo the previous action).

- **The redo feature** is used to repeat the last action.

You can access it by clicking the **Redo** command from the **Quick Accesstoolbar**.

Or Ctrl + Y Keys from the keyboard (Redo the previous action).



Figure: Quick Access toolbar