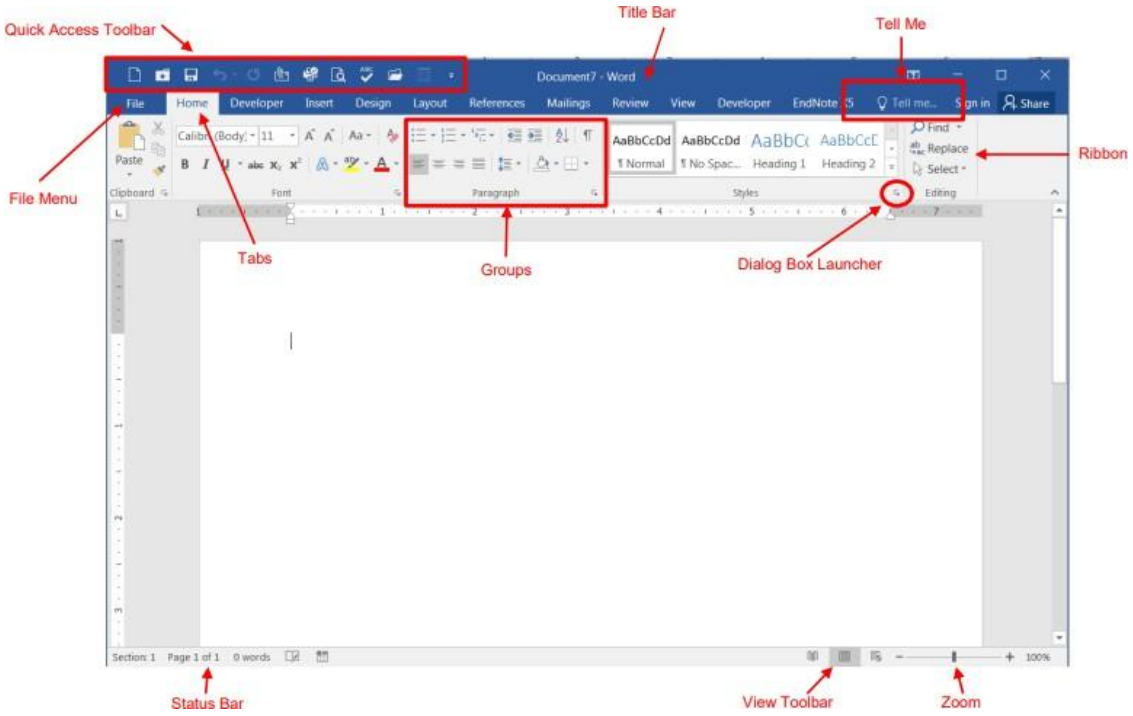
Lecture-1

Introduction to

Microsoft Word 2016

Screen Elements



- File Menu: The File tab will bring you into the Backstage View. The Backstage View is where you manage your files and the data about them – creating, opening, printing, saving.
- Ribbon: An area across the top of the screen that makes almost all the capabilities of Word available in a single area.
- Tabs: An area on the Ribbon that contains buttons that are organized in groups. The default tabs are Home, Insert, Design, Layout, References, etc.
- Title Bar: A horizontal bar at the top of an active document. This bar displays the name of the document and application. At the right end of the Title Bar is the Minimize, Maximize and Close buttons.
- Groups: A group of buttons on a tab that are exposed and easily accessible.

Asst.Lec: Mohammed Qasim Alazzawi

- Status Bar: A horizontal bar at the bottom of an active window that gives details about the document.
- Zoom: Magnifies or reduces the contents in the document window.
- Quick Access Toolbar: A customizable toolbar at the top of an active document. By default, the Quick Access Toolbar displays the Save, Undo, and Repeat buttons and is used for easy access to frequently used commands. To customize this toolbar, click on the dropdown arrow and select the commands you want to add.

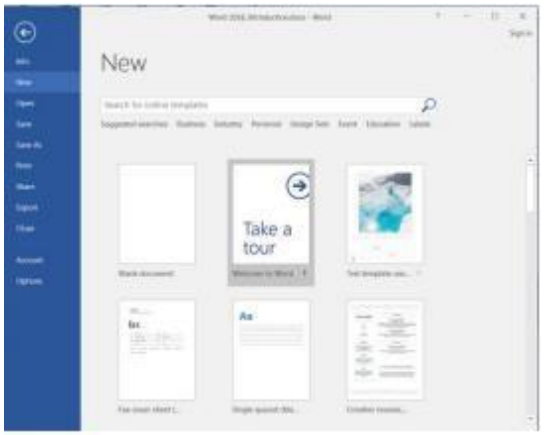
Contextual Tabs are designed to appear on the Ribbon when certain objects or commands are selected. These tabs provide easy access to options specific to the selected object or command. For example, the commands for editing a picture will not be available until the picture is selected, at which time the Picture Tools tab will appear.

To Create a New Word Document:

1) Click the File tab

2) Click New

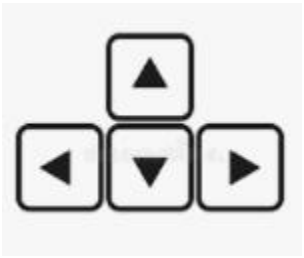
3) Click Blank Document



Navigating in a Document

The following table lists ways to navigate in a document using your keyboard to move the insertion point in an active document:

Left one character	Left Arrow
Right one character	Right Arrow
Down one line	Down Arrow
Up one line	Up Arrow
Left one word	CTRL + Left Arrow
Right one word	CTRL + Right Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the document	CTRL + Home
To the end of the document	CTRL + End
To the beginning of the previous page	CTRL + Page Up
To the beginning of the next page	CTRL + Page Down
Up one screen	Page Up
Down one screen	Page Down



- Select text: Click and drag
- Undo an action: On the Quick Access Toolbar click the Undo key

- deleting text in your document, select it and then press on the Backspace key.

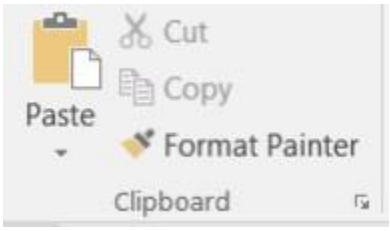
Cut, Copy and Paste

Often times you will need to move text from one location in a document to another, or to a different application. In this case you will perform a Cut and Paste. To reproduce a specific part of a document and place it elsewhere, you will perform a Copy and Paste.

To Cut Text:

1) Select the text you want to move

2) Click on the Cut icon located on the Home tab in the Clipboard group



To Copy Text:

1) Select the text you want to copy

2) Click on the Copy icon located on the Home tab in the Clipboard group

To Paste Text:

1) Click in the area of the document where you want to paste your text

2) Click on the Paste icon located on the Home tab in the Clipboard group

Paste options:

From left to right (buttons)

1- Keep source formatting.
2- Merge formatting.
3- Keep text only.

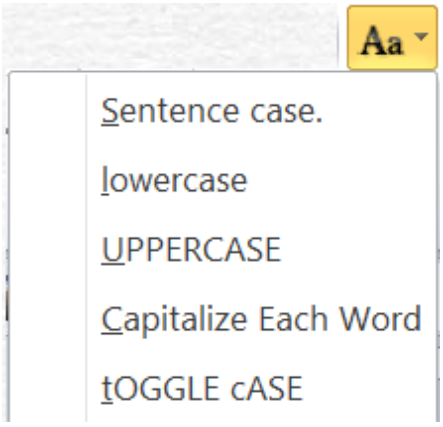
Formatting a Document

To Make Font Changes:

1) Select the desired text that you want to format

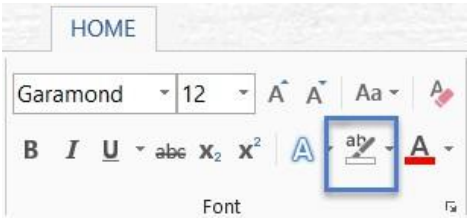
2) Choose commands from the Font group on the Home tab

Change the selected text to uppercase, lowercase, or other common capitalization.



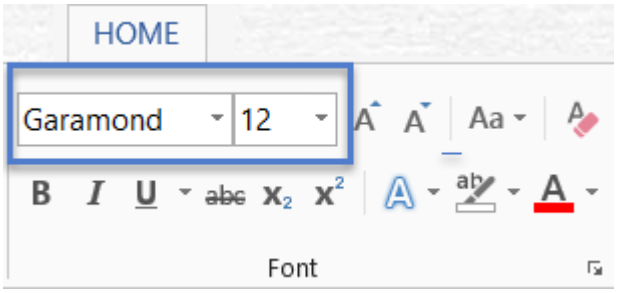
Text Highlight color:

Make your text by highlighting it in bright color.



Font: choose specific font for your text

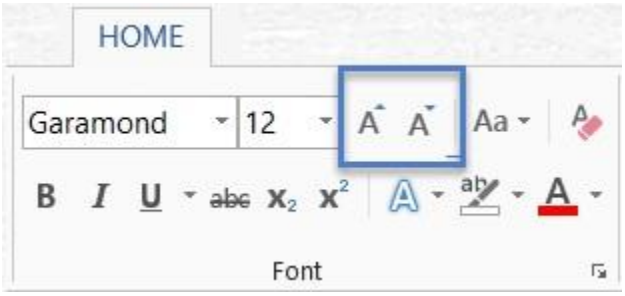
Font size: change the size of your text



Increase Font Size - Grow Font

Decrease Font Size - Shrink Font

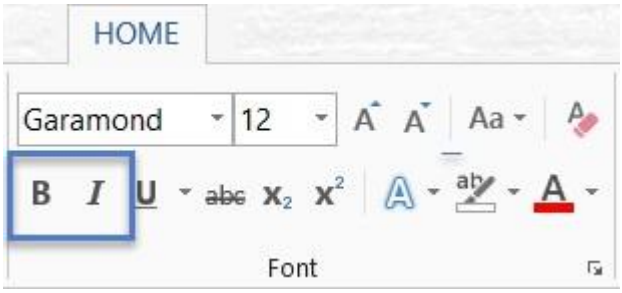
These two buttons will increase/decrease the size of selected text



Bold (Ctrl+B)

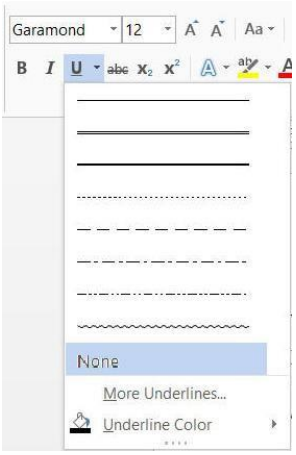
Italic (Ctrl+I)

- These two buttons apply Bold or Italic formatting to text. When the insertion point is inside text that has been formatted as bold or Italic, these buttons will be shaded.
- Bold and Italic are toggle formatting. I.e., if you apply bold to text that is already bold, it is turned off.
- Both can be applied to the same text, so that you can have text formatted ***Bold*** and ***Italic***.



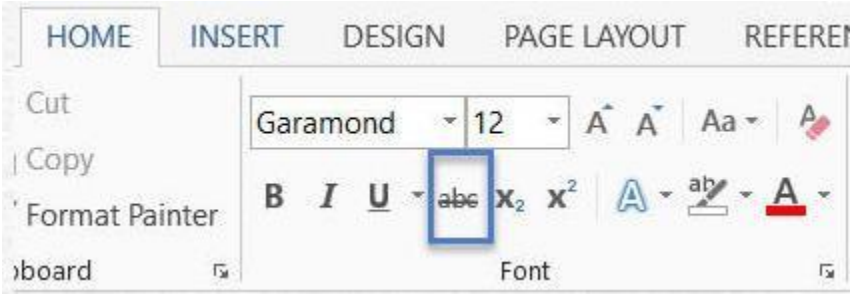
Underline (with options) (Ctrl+U)

- Clicking on the Underline button will underscore your text. Clicking the little triangle on the right will give you options for the type of underline you want



Strikethrough

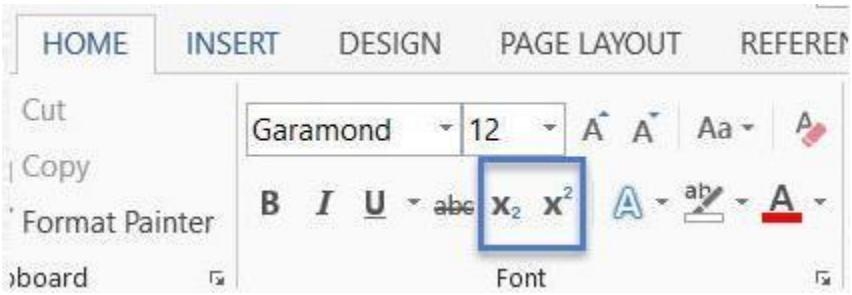
The Strikethrough button gives you a single line through selected text



Subscript

Superscript

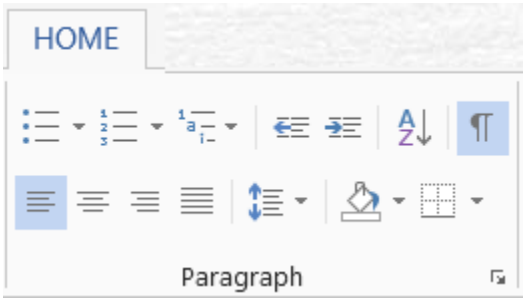
These decrease the font size proportionally and lower or raise the baseline.



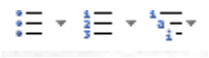
Font Color

- If you simply click on the font color button, it will give you the color shown. That color will be the last one applied to text in your Word session.
- If you click on the drop-down, it gives you selections and menu choices.

The Paragraph Group



Bullets and Numbering is the top-right section of the paragraph group.



Bullets

The first button is for bullets. Clicking on the bullet button will give you a bullet, the type of bullet will be the last type used by you

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.
- Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

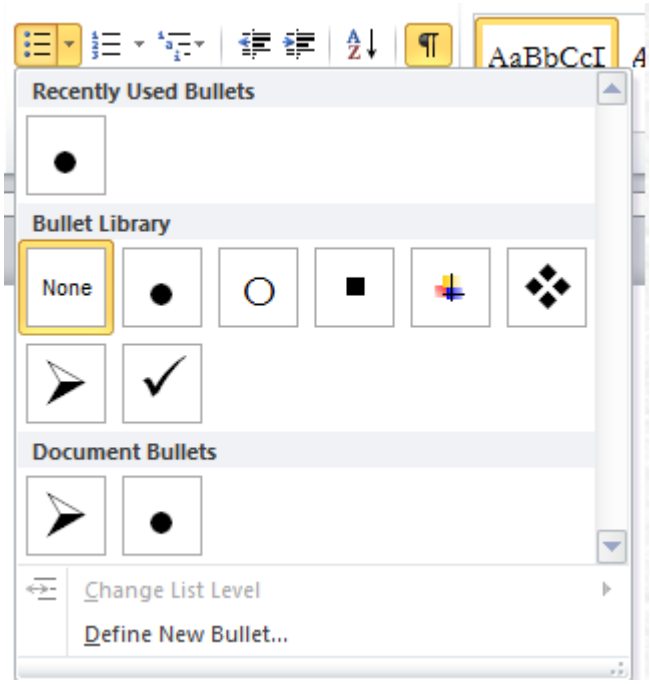
Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

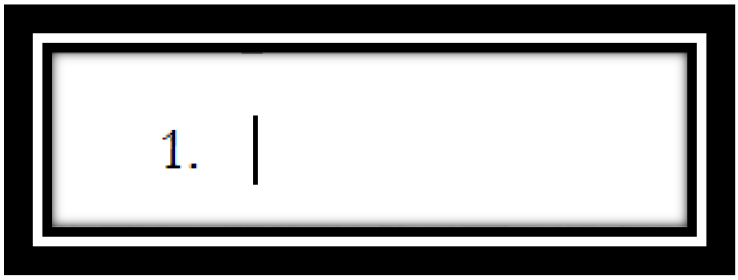
Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla.

Clicking on the down-pointing triangle will give you choices.

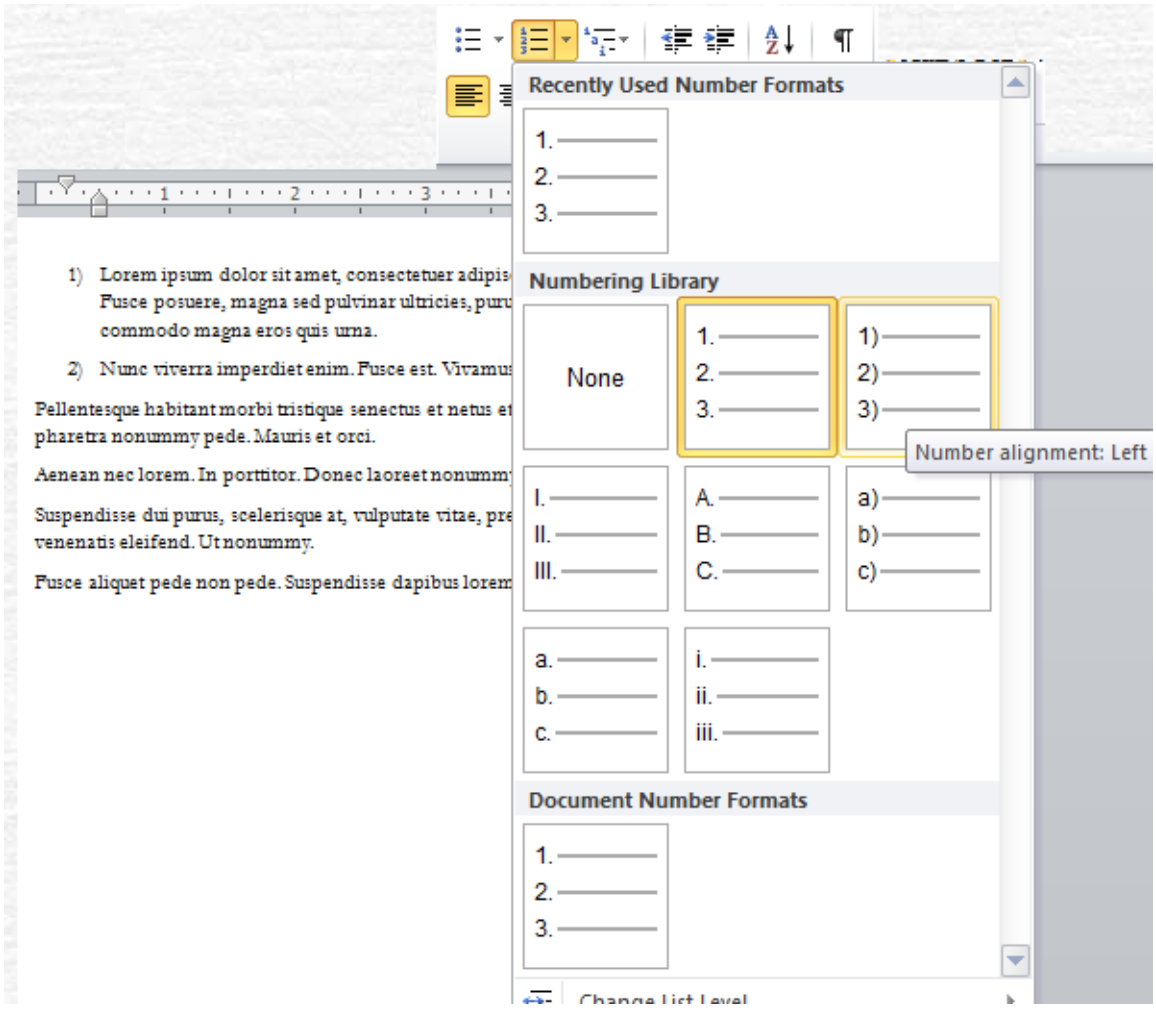


The second bullet is for simple numbered lists. Clicking on the button will give you a single-level numbered list of the type last used.



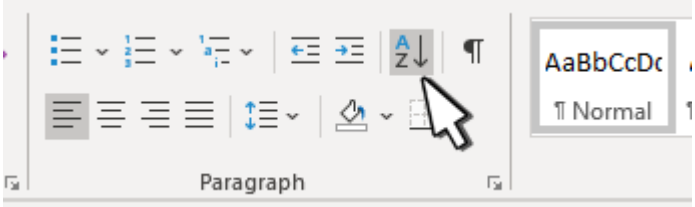
As with bullets, you can apply this to existing paragraphs.

As with bullets, the down-facing triangle will give you more choices.



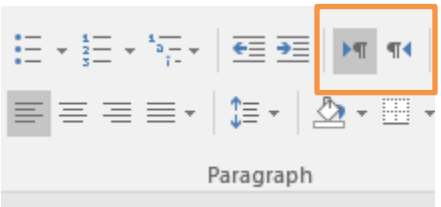
Sort a list alphabetically

1- Select the list you want to sort.
2- Go to Home > Sort.



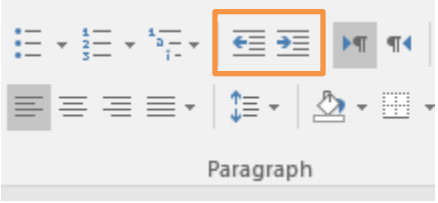
3- Choose Ascending (A to Z) or Descending (Z to A).
4- Select OK.

Left to right|| right to left direction



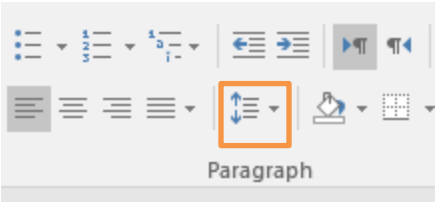
Indent

Move your paragraph closer to margin or farther away to margin

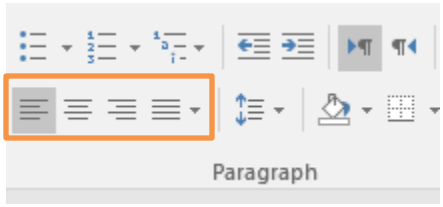


Line and paragraph spacing

Choose how much spacing appears between lines of your text



Text Alignment



Align the text left or right

1. Select the text that you want to align.
2. On the **Home** tab, in the **Paragraph** group, click **Align Left** or **Align Right**.

Center the text horizontally between the side margins

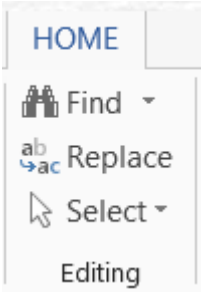
1. Select the text that you want to center.
2. On the **Home** tab, in the **Paragraph** group, click **Center**.

Justify text

When you justify text in Word, you give your text straight edges on both sides of the paragraph. Justifying extends each line of your text to the left and right margins. Justifying text might make the last line of text in a paragraph considerably shorter than the other lines.

1. Select the text you want to justify.
2. On the **Home** tab, in the **Paragraph** group, click **Justify**.

The Editing Group



Find: Find text in your document.

Replace: search for a text, you would like to change it, and replace it with something else.