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اسم المادة : تطبيقات حاسوب

عنوان المحاضرة: برنامج الأوفيس ورد 2010

رقم المحاضرة: 2

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AL-Mustaqbal university college

Class: 1st

Subject: Computer Applications

Lecturer: Rami Qays Malik

Lecture :Part-2-second lec

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WORKING WITH TEXT

If you're new to Microsoft Word, you'll need to learn the basics of working with text so you can type, reorganize, and edit text. You'll need to know how to insert, delete, and move text, as well as how to find and replace specific words or phrases.

To delete text:

1. Place the **insertion point** next to the text you want to delete.
2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

To copy and paste text:

1. Select the text you want to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click your document and select **Copy**.

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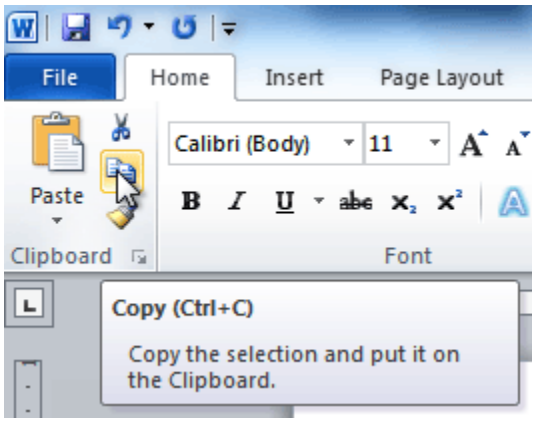

3. Place your insertion point where you want the text to appear.
4. Click the **Paste** command on the Home tab. The text will appear.

Finding and replacing text

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the Find feature, and it even allows you to change words or phrases using Replace.

To find text:

1. From the **Home** tab, click the **Find** command.
   The **navigation** pane will appear on the left side of the screen.

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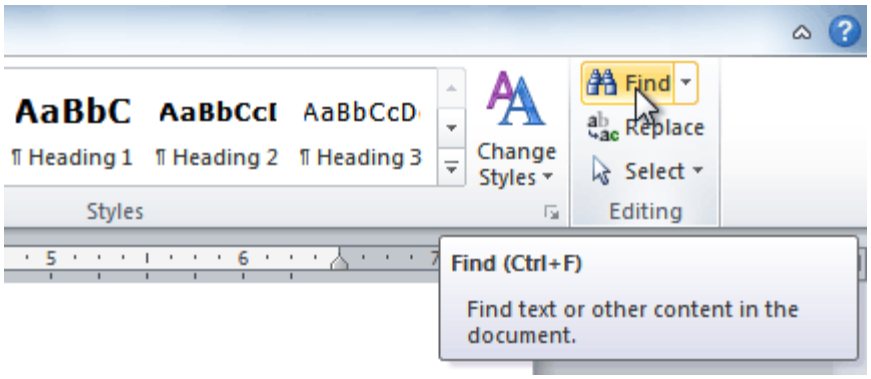
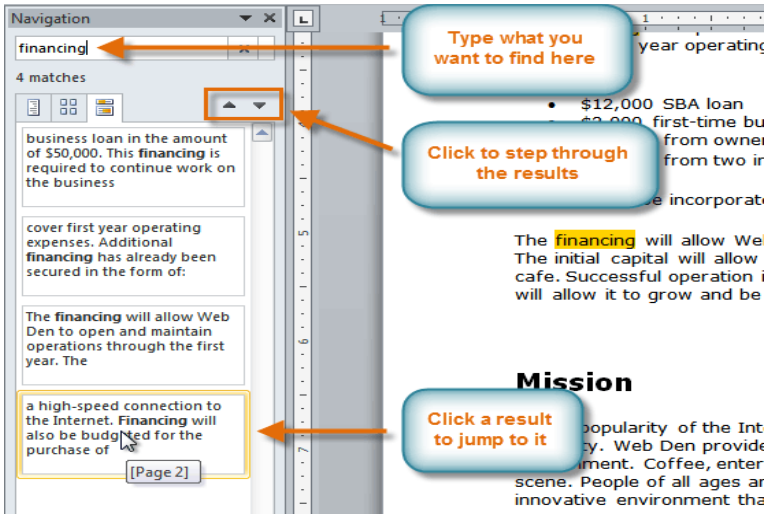


2. Type the text you want to find in the field at the top of the navigation pane.
3. If the text is found in the document, it will be highlighted in yellow, and a preview will appear in the navigation pane.
4. If the text appears more than once, you can click the **arrows** on the navigation pane to step through the results. You can also click the **result previews** on the navigation pane to jump to the location of a result in your document.



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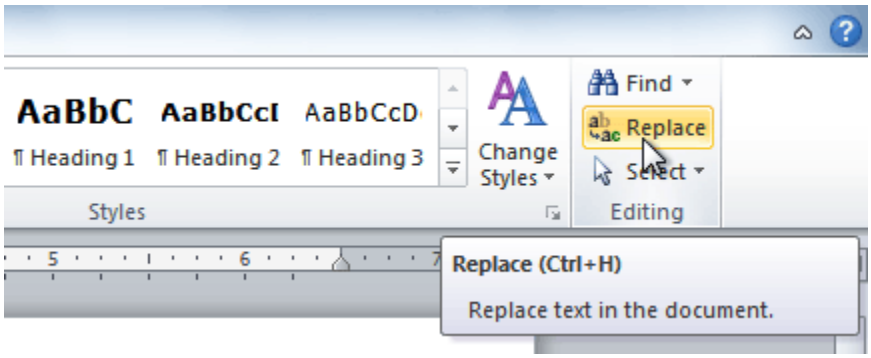
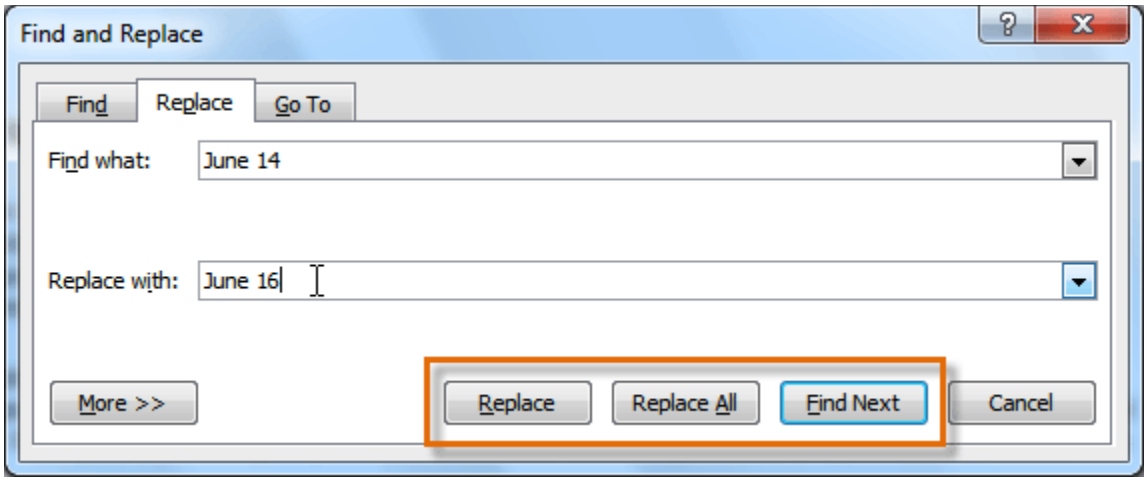
To replace text:

1. From the **Home** tab, click the **Replace** command. The **Find and Replace** dialog box will appear.



2. Type the text you want to find in the **Find what** field.
3. Type the text you want to replace it with in the **Replace with** field.
4. Click **Find Next** and then **replace** to replace text. You can also click **Replace All** to replace all instances within the document.



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Challenge!

1. Open an **existing Word document**.
2. **Copy and paste** the sentence from one location in the document to another.
3. Find the word **document** and replace it into word **text**.

Formatting text

Formatted text can emphasize important information and help organize your document. In Word, you have several options for adjusting the **font** of your text, including **size**, **color**, and inserting special **symbols**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

To change the font size, style and color:

1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font Size** box on the **Home** tab. A drop-down menu appears.
3. Select the desired font size from the menu. Alternatively, you can type the value you want and then press **Enter** on your keyboard.

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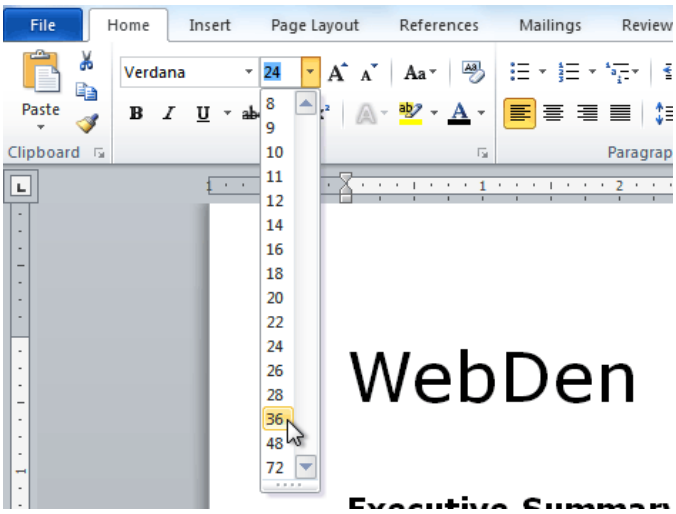
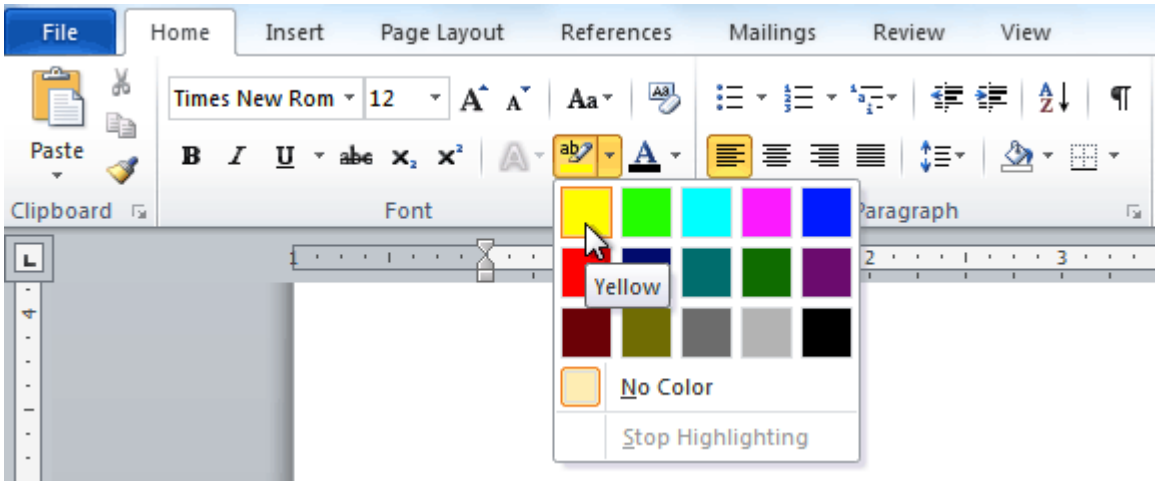


4. You can change the font style and color from the same home tab

To highlight text:

1. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



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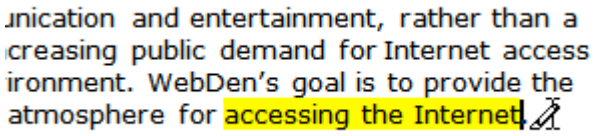
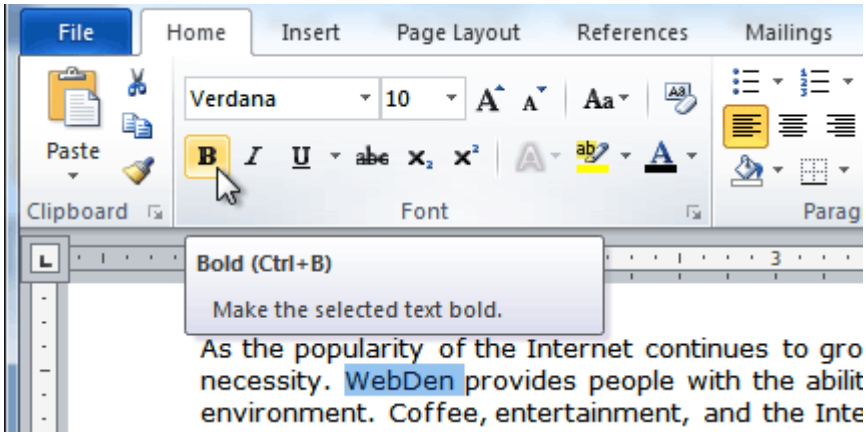
2. Select the desired highlight color.
3. Select the text you want to modify. It will then be highlighted.



4. To switch back to the normal cursor, click the **Text Highlight Color** command.

To use the bold, italic, and underline commands:

1. Select the text you want to modify.
2. Click the **Bold**, *Italic*, or Underline command in the **Font** group on the Home tab.



To change text case:

1. Select the text you want to modify.

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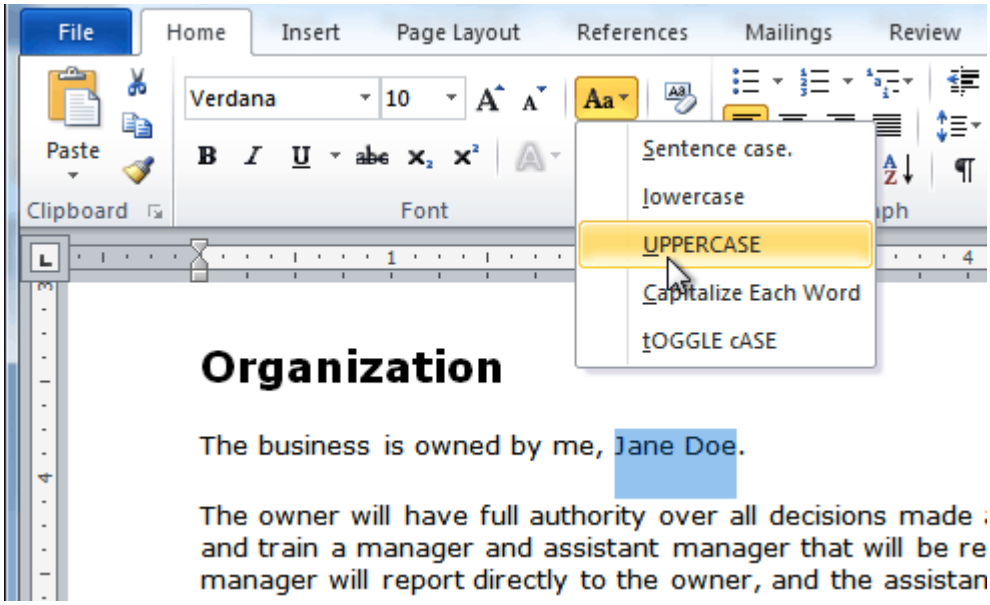
2. Click the **Change Case** command in the **Font** group on the Home tab.
3. Select the desired case option from the list.



To change text alignment:

1. Select the text you want to modify.
2. Select one of the four **alignment options** from the **Paragraph** group on the **Home** tab.
   - **Align Text Left:** Aligns all selected text to the left margin
   - **Center:** Aligns text an equal distance from the left and right margins
   - **Align Text Right:** Aligns all selected text to the right margin

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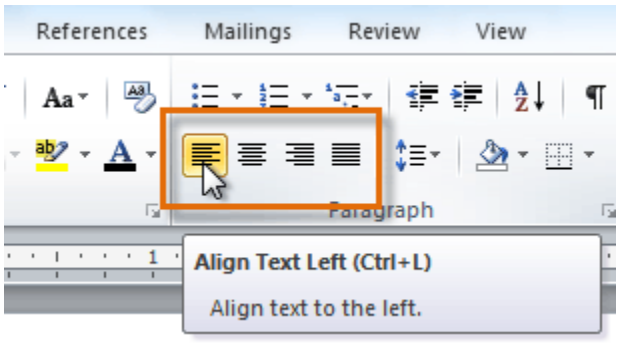
- **Justify:** Aligns text equally on both sides and lines up equally to the right and left margins; used by many newspapers and magazines



Challenge!

1. Open an **existing Word document**
2. Change the **font size** of some text.
3. Change the **font style** of some text.
4. Change the **font color** of some text.
5. Try various cases using the **Change Case** command.
6. Try the four **alignment** commands.
7. **Save** the document.

To save as a PDF:

1. Click the **File** tab.
2. Select **Save As**.

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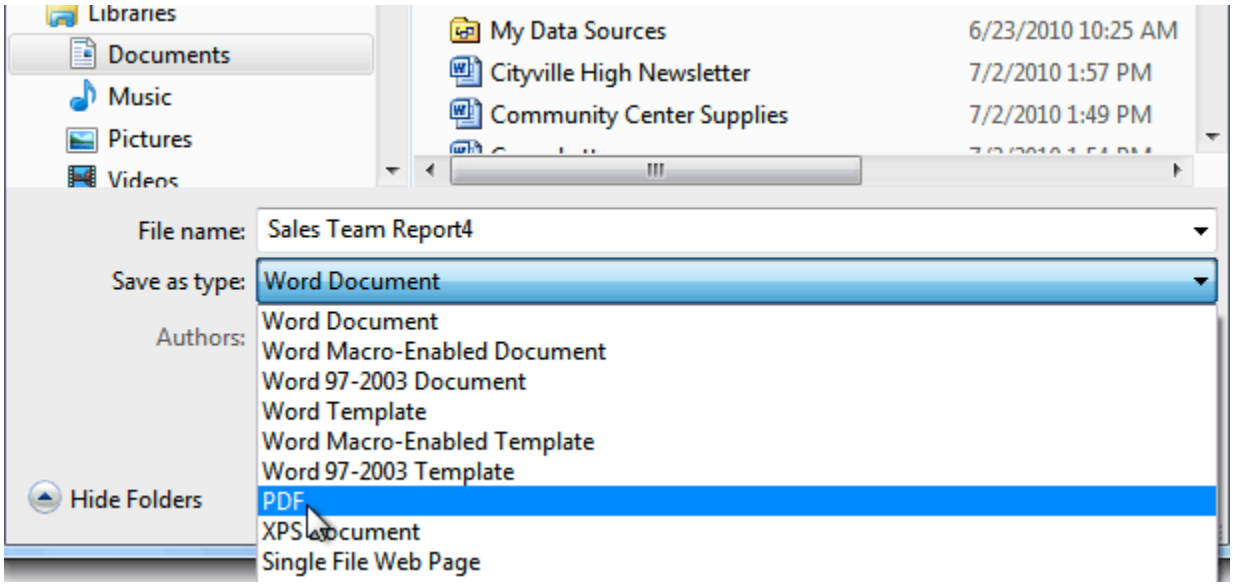
3. In the **Save as type** drop-down menu, select **PDF**.



4. Select the location where you want to save the document.
5. Enter a name for the document.
6. Click the **Save** button.

Page layout and formatting

Word offers a variety of **page layout** and **formatting** options that affect how content appears on the page. You can customize the **page orientation**, **paper size**, and **page margins** depending on how you want your document to appear.

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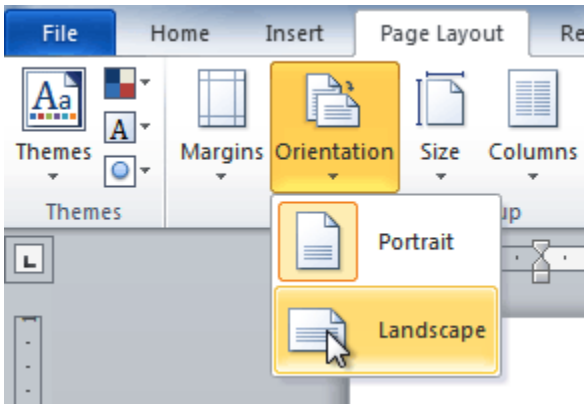
To change page orientation:

1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the Page Setup group.



3. Click either **Portrait** or **Landscape** to change the page orientation.

- **Landscape** format means the page is oriented **horizontally**, while **portrait** format means it is oriented **vertically**.
- **By using the same tab you can chose the page size and margins**

Checking spelling and grammar

To make your document appear professional, you'll want to make sure it is free from **spelling and grammar** errors. Word has several options for checking your spelling. You can run a spelling and

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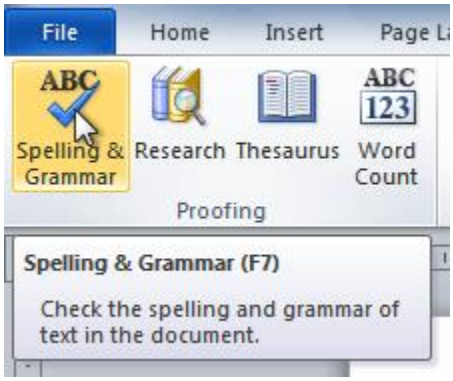
grammar **check**, or you can allow Word to check your spelling **automatically** as you type.

To run a spelling and grammar check:

1. Go to the **Review** tab.
2. Click on the **Spelling & Grammar** command.



3. The **Spelling and Grammar** dialog box will open. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.

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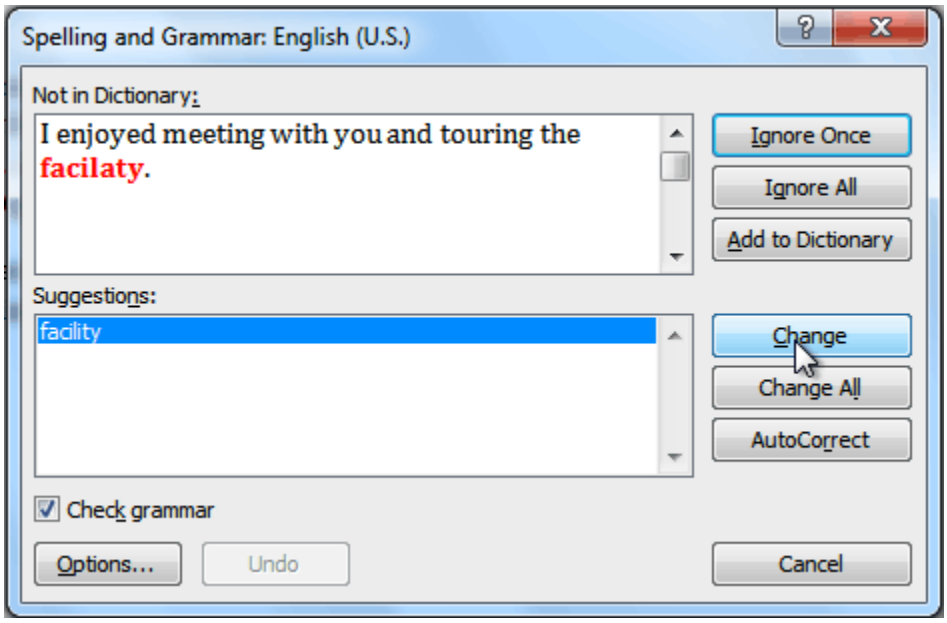

Types of errors

- The **red line** indicates a misspelled word.
- The **green line** indicates a grammatical error.
- The **blue line** indicates a contextual spelling error. This feature is turned off by default.

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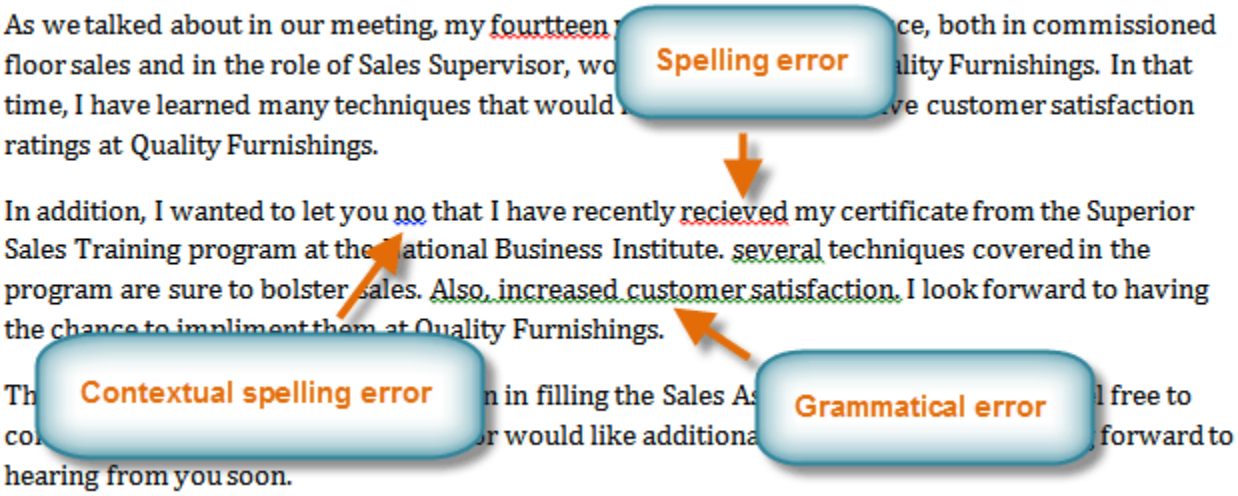
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